

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Wednesday, April 6, 2016 at the Southwest Branch Library, 974 9<sup>th</sup> Street, Green Bay, Wisconsin.

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**Present:** Chairman Van Dyck, Supervisor Kaye, Supervisor Katers, Supervisor Campbell, Supervisor Gruszynski  
**Also Present:** Brian Simons, Lori Denault, Curt Beyler, Scott Anthes, Neil Anderson, Matt Kriese, Beth Lemke, Brad Toll, Beth Ulatowski, Christine Hull, Supervisor Lund, Supervisor Erickson, Steve Corrigan, Kathy Ambrosius, Rob Antonneau, other interested parties.

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**I. Call to Order.**

The meeting was called to order by Chairman Van Dyck at 5:30 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Kaye, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of March 3, 2016.**

**Motion made by Supervisor Katers, seconded by Supervisor Kaye to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

At this time Chair Van Dyck thanked the Committee for allowing him to serve as Chair and said it has been a privilege and an honor. He also congratulated Supervisor Katers and Supervisor Hoyer on their landslide victories as well as congratulating the other Committee members on their re-election to the Board.

Van Dyck continued by thanking Supervisor Kaye for his service both on the County Board and on the Ed and Rec Committee and noted that he has been instrumental in getting the addition to the Southwest Library done. Van Dyck said that two things his father taught him many years ago were integrity and respect, and although he and Supervisor Kaye did not always agree, they were able to agree to disagree with respect for one another and he felt very privileged to have served with Supervisor Kaye. This was followed by a round of applause and cake and ice cream was served.

Supervisor Kaye thanked those in attendance for their support and noted that when he first got on the Board he served on the Public Safety Committee and he was happy to now have had the chance to serve on the Ed and Rec Committee. He said that all of the departments and Committees are doing a great job and it was his privilege to serve.

Van Dyck also thanked the Southwest Branch for hosting tonight's meeting and he encouraged everyone to take a walk around and look at the new addition. Supervisor Campbell also thanked the supervisors who supported the addition to the Southwest Branch, especially Supervisors Lund and Erickson who were in attendance at this meeting. She also wished to thank Supervisor Zima and Supervisor Hoyer for their efforts.

Kaye also thanked all of the Supervisors for their support and indicated that it was a group effort that everyone worked on, including County Executive Troy Streckenbach and his staff and Director of Administration Chad Weininger and his staff.

**Comments from the Public.** None.

1. **Review Minutes of:**

- a. **Comprehensive Outdoor Recreation Plan Citizen Advisory Committee (February 23, 2016 & March 15, 2016).**

**Motion made by Supervisor Campbell, seconded by Supervisor Kaye to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

- b. **Library Board (February 18, 2016).**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

- c. **Neville Public Museum Governing Board (February 8, 2016 & March 14, 2016).**

**Motion made by Supervisor Katers, seconded by supervisor Kaye to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Golf Course**

2. **Golf Course Budget Status Financial Report for December, 2015 (unaudited).**

Golf Course Superintendent Scott Anthes provided updated figures, a copy of which are attached, and pointed out that revenues for the golf course in 2015 were \$1,055,000 and total expenses were \$924,000 leaving a profit of \$130,000, but these figures are unaudited at this point. Anthes continued that funds available at the beginning of 2015 were -\$372,000 and at the end of 2015 they were -\$252,000 so they made up \$120,000. He also noted that during that period the golf course also purchased \$132,000 of capital equipment. These purchases include a Bobcat, a trailer, fairway mowers and a new hot water heater for the clubhouse.

**Motion made by Supervisor Kaye, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

3. **Superintendent's Report.**

Anthes reported that the golf course is not open yet. It was close to opening towards the end of March but then there was snow and rain which prevented the opening. Historically the golf course opens around April 10 and Anthes is hopeful that the course will open this year around April 14 or 15. He continued that they have removed the stumps and are also clearing out brush. The course accessories are painted and ready to go and the pro shop is now open six days a week.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Museum**

4. **Museum Budget Status Financial Report for December, 2015.**

Museum Director Beth Lemke indicated that there was not a shortfall for 2015. As they talked about last month, the donations came in under budget and although public charges were under, there were savings in personnel. Lemke continues to closely monitor the financials and noted that the January and February reports were not ready at the time she sent financials to the County Board Office, but looking at the expenses they normally have in the first part of the year, they are still doing well for the beginning of 2015.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

## 5. **Museum Director's Report.**

Lemke referred to the information contained in her report in the agenda packet and said that they have done a lot of community partnership collaborations. Attendance in March was good due to the way spring break was scheduled in the Green Bay and De Pere school districts. The social media contest with the feline exhibit did really well and Lemke noted that at the tail end of the month when they had the architecture out and were building Life and Death at Fort Howard they still had good day time visitation because of spring break. She is optimistic that March is okay revenue-wise and April is starting off good as well.

Lemke continued that the RFP for the visitor experience is complete but no contract has been issued yet. There were 10 firms interested and four that submitted and it looks like the consensus came to a firm from southern Wisconsin and Lemke also noted that that firm should come in under budget. She anticipates starting work in May and the work should be done in October.

The parkaeology program that was joint with the Parks Department was a sold out program and it was exciting to see and there are plans to continue on with joint programming between the Museum and the Parks.

Lemke continued that the members and donor reception for the Life and Death at Forward Howard exhibit will be held on April 13. She said the exhibit would not be possible without a huge number of community collaborations such as Heritage Hill, Brown County Library's History Department, Bay Port High School and the University of Chicago. This is the first exhibit in the size space it will be in and Lemke said that there are nine people on the org chart working to get this exhibit complete. She is proud of her staff and their teamwork in getting this exhibit ready.

There will be a public archaeology event on May 20 and 21 on Brent Weycker's private property. The content and research and data that is captured at that event will drive some of the exhibit programming for the year. Lemke also noted that Frank Hermans of Let Me Be Frank Productions will be working with the Museum on a local history performance that will benefit the Museum.

A ribbon cutting for the Museum's newest sculpture will be held on May 5, 2016. The sculpture is done and is currently being weathered. There will be a social media campaign to help name the sculpture which was created by a Green Bay artist using repurposed Green Bay materials.

Lemke continued that the Museum will be opening an exhibit almost every month between now and July and she is excited about all of them. She provided a copy of the most-recent *Musepaper*, a copy of which is attached.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

## **Communications**

6. **Communication from Supervisor Clancy re: Wrightstown Boat Launch – have signage telling boaters that after launching, their vehicles and trailers must be parked in the upper level of the park. *Referred from March County Board.***

Assistant Park Director Matt Kriese showed a map of the area around the boat launch to the Committee. He said that Brown County manages and maintains a portion of the park and the Village of Wrightstown manages the other portion. Currently all of the boat landing users park in the 12 spots right next to the boat launch and the cars park in another area. This communication is asking that signage be added to tell boaters that after launching, their vehicles and trailers must be parked in the upper level of the park and Kriese assumes that what Supervisor Clancy means is on the Village of Wrightstown property. Van Dyck indicated that that was also his understanding and asked Kriese if there had been any complaints and/or discussions with the Village of Wrightstown. Kriese responded that no conversations have been had with Wrightstown but he did acknowledge that there is a shortage of parking at this boat launch as well as at all other County boat launches.

Kaye indicated that he had talked to Clancy about this and Clancy said there is a lot of congestion near the boat launch which prevents others from coming in to launch their boats and he would like to see some signage to say once someone has their boat in the water they should get out of the area to allow others to get in to put their boats in. Kriese indicated that there was a boat prep area with room for about three vehicles and boats. Kaye asked if Kriese thought there was a lot of congestion and Kriese said that during the weekends, especially on holiday weekends all the spaces are full and people park in other areas, including along the roadway. Kriese said that the boat launch gets checked several times each weekend. Kaye said that Clancy felt if signage was put up and people do not obey the signs they should be cited. Kriese responded that he would like to get some input from Supervisor Clancy on this before his department incurs costs for signs.

Katers indicated that expansion of this area has been looked at in the past. He said he worked on some design layouts a number of years ago that expanded the area a little bit and would have added 5 – 8 stalls and asked if there was any reason that it wasn't followed up on. Kriese said he recalled that the price tag was too high. Supervisor Gruszynski felt that if there would be interest in having people park in the upper lot, starting the conversation with Wrightstown now would make sense to keep things moving along.

**Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to direct staff to discuss this issue with the Village of Wrightstown. Vote taken. MOTION CARRIED UNANIMOUSLY**

*At this time Chair Van Dyck indicated that he would like to skip ahead to Item 8 in case there was anyone in attendance regarding Item 8.*

**7. Communication from Supervisors Nicholson, De Wane and Vice Chair Lund re: requesting an update/presentation from Brad Toll, Visitor Convention Bureau, and Mayor Schmitt on bookings, revenue gain or loss and why there isn't an escalator in the KI Center. *Referred from March County Board.***

Supervisor Lund indicated that Supervisor Nicholson was concerned that business was being lost due to the fact that there is not an escalator in the KI Center. Lund said it seems like the County, being a fiscal agent of this, should have been involved in the design of the building. He said that if it was not for Brown County, the addition would not have happened. At this time Lund asked for Brad Toll to give a report on this.

Brad Toll, President of the Convention and Visitors Bureau (CVB), addressed the Committee. He said that the Sales Director Beth Ulatowski does most of the talking to convention planners and he introduced her to the Committee. He also introduced General Manager of the Hyatt Hotel, Christine Hull, Sales Manager Katie, Mr. Wolf from the Restaurant Association and Mr. Olejniczak from the Lodging Association. Toll said the building has been very popular and is absolutely gorgeous. He hears over and over how beautiful it is, especially the sight lines towards the river and bay which do a great job of showing off the city. He said it is important to understand that they typically sell to larger businesses and larger conventions that block rooms at six or more hotels. These are the events the CVB becomes very involved with. Toll noted that there are weddings and more local events booked as well that the CVB does not become so involved with.

Beth Ulatowski shared some numbers with the Committee. She said the CVB has been involved with 28 groups that have been booked at the KI Convention Center since it opened in September and this amounted to 35,326 room nights. The economic impact of this is \$24,540,000. Ulatowski said the KI is a great facility to sell and she agreed with Toll that it is a gorgeous building and people really do like it. There is a large group coming in in April with well over 1,000 people worth almost \$800,000 and following that a group of about 1,300 will be coming in. Ulatowski will receive feedback from these groups, but she is anticipating that everything will go very well.

Toll said that with regard to the letter sent to Board Chair Moynihan by the WCA that indicated concerns about the lack of an escalator, they learned about the views of the WCA about a month and a half ago. The WCA was concerned about the age of some of the attendees. Toll noted when you move a group of over 1,000 people from one area of the convention center to another area, it is not just about physical ability; it is also about the flow and timing. If a meeting planner is used to doing a 15 minute break and then going into another educational session, if the 15 minute breaks need to be longer to allow enough time to move people, at the end of the day you literally lose enough time that could have been used for another session. Toll said they work with groups to find which groups the escalator is an issue for. He said they had a youth group in in January and it made

absolutely no difference that there were steps, but they are learning that the lack of an escalator is becoming an issue with some of the groups that come in. Most of the competitive buildings in Madison, Milwaukee and Wisconsin Dells do have escalators.

Christina Hull reiterated that the center has been very successful. She cannot share figures because they are a public traded company and she is not allowed to share numbers. She said they have increased their trips to Madison to visit the associations and try to gain new business for the center. With regard to the stairs, they are currently working on something where they will put signage at the bottom showing how many calories are burned by using the stairs to make it more of a positive. They sell the center by trying to make it a positive. Toll added that from the CVB standpoint, they are charged with selling the facilities that the community has. He does wish there was an escalator in the building but since there is not, they are going to do their very best to find the business that will love the building as much that they do the way it is and that will not have a major issue with a lack of escalator, but they do see the lack of the escalator as a problem for some groups. Toll continued that all of the planners know each other and they invite planners from other areas to come and tour the building and see the community which typically sells very well.

Campbell asked how we got to a point where there is not an escalator for the money that was put into the facility. Ulatowski responded that the CVB was not aware that there was not an escalator. She said when they received the blueprints, she looked at them and contacted the architect to find out about the escalator. Ulatowski expressed her opinion that there should be an escalator several times. Toll added that the CVB was not brought into that process until the blueprints were there. He said they began trying to sell the facility when they found out funding was in place so they could get groups in right away when it was done. Toll said when they saw there was no escalator it was a concern because all of the competition has them. He felt there was a feeling from the architect that for the size of the building and the capacity of the building an escalator was not necessary. Toll said they disagreed but they were not designing the building. Campbell said that at the County level money was being given but Lund noted that the County was not involved in the design of the building. Campbell felt that this was pretty short-sided. Lund said he does not know what can be done as a County but suggested that this be sent to staff for options. Campbell asked if there were any contingencies on the money the County gave but Lund was not aware of any.

Gruszynski asked Ulatowski if she had any idea of what the economic impact would be for the building if an escalator would be added; in other words, how many more bookings an escalator would leverage. Toll responded that they could say that the economic impact from the WCA would have been about \$1,329,000. Katers asked what the cost to have an escalator installed would be but Toll did not know. Hull said it would have to be determined where an escalator could be located, such as doing an outside escalator that would go directly to the second floor that could be connected by a breezeway or something. She also noted there has to be enough room for a machine room for the escalator. The first step would be to have a study done to see if an escalator is even a possibility. Campbell felt that the City of Green Bay should fund a study.

Erickson felt the number one question is how many groups will not come back because there is not an escalator. He said it sounds like a good amount of groups are being booked, but he is aware that the WCA passed on it because of the lack of escalator and he wondered how many other groups who have been here will not return because of the lack of escalator. Toll said they do not have an answer for this. With regard to the group that was here at the beginning of December, the next opportunity to serve them is 2019 and the group is not in the position of making that decision yet. Toll said they will absolutely pursue the group and try to get them back, but he did note that the group did express concern about the flow but he was not sure if it was made clear enough that it was a big enough issue for them not to return. Toll noted that he is hopeful that the flow goes well with the group coming up in two weeks and they will ask for feedback from the group while they are here to get a good feel. He said there is another group that is looking at the convention center but they are waiting to hear how the first one goes before they commit. Erickson asked if Toll holds exit interviews and Toll said that they do have exit interviews as well as surveys and they also work very closely with the Hyatt staff to do what they can to make the groups happy and want to come back. Ulatowski added that groups are always willing to talk.

Van Dyck thanked those who came on behalf of this communication. He said that this is a bit awkward in that he does not know that this issue should reside with this particular Committee, given the fact that Brown County does not really have any jurisdiction over the facility. He understands the concern of wanting to know what is going on

since the County invested money in the facility, but beyond that, as far as doing studies on escalators, he did not think that Brown County would be spending money anytime soon to fund a study or put an escalator in the building. He asked Toll if he is at a position at this point to recommend that an escalator be added or that it is an issue for the building. Katers added that there obviously have been some concerns and frustrations on this and maybe it should be brought up with the City and specifically the Mayor. Toll responded that it is excess hotel tax that is coming from the initial 8% that was paying the bonds on the Resch Center and the convention center and there is now some excess and those are the dollars that were pledged to cover the new bonds on the convention center. When the study was done, Toll helped with the CVB data base with the kinds of groups that they thought were low hanging fruit and the WCA was absolutely one of those groups and seeing the letter that they were not interested was very disappointing. He said that there are some other Wisconsin associations that have not committed that they really thought they would have. Toll also noted that if the Appleton building is put together and contains escalators, he would be very nervous.

Van Dyck reiterated asking Toll if he would be comfortable penning a letter stating that in his opinion the lack of escalator is having a negative impact. Van Dyck felt the best the County Board could do with this, and he fears that this could be a long discussion at the next Board meeting, is state back to the City that we are requesting or recommending that a study be done based on the money that the County has invested in the facility and based on the information from the CVB that a study should be done to consider an escalator. Toll said that if there are issues with the next big group coming in, then he is there. If there is an issue with flow, then he would say that there is an issue that needs to be addressed. If both large groups come in and say there are no issues and everything was fine then WCA may be one that is out of the ordinary. Toll's gut feeling, however, is that that is probably not the case and said that the bigger the group is the more people you are trying to move at one time and pushing them into a funnel slows it down. Lund said it should be remembered that there is a Green Bay presence on the Board and with the County being the fiscal agent for this facility he felt it would behoove the Board to bring up the problem if the CVB thinks there is a problem. He said we do not want to have a facility that is under-utilized because it is not real accessible and he wished he would have known that was going to be a problem when the facility was being built. Campbell asked if there were any interest groups with this project and Lund stated that there were not. There did not appear to be any stakeholder meetings during the project. Katers asked what City departments were the head of this. Toll said that he knew that the City Planning Department and Rob Strong were very involved in it. Hull noted that they are currently booking events for 2016, 2017, 2018 and 2019, but the question is what will happen after that. Campbell felt that as the fiscal agent for the project, Brown County should send a strong letter to the City. Gruszynski felt since there are already some numbers of the economic impact of what has been potentially lost, having the Board with the VCB pen a letter to the City of Green Bay saying we strongly urge some action on this issue is the direction to go. He did not think we needed to wait two weeks for another convention to come in to start the process. Campbell agreed.

Ron Antonneau indicated that there is study money that could be made available for a study if the County and City would work together. He said that unless there is real commitment to fix the problem, it is not worth spending money on a study. Campbell asked where the study money would come from and Antonneau said that it could come from the stadium district. Van Dyck concurred with Antonneau and said that the majority would say that it was rather short-sided not to put an escalator in and there should probably be one in the facility so it would not be too difficult for a study to come to the same conclusion. He said the other part of the issue is who would pay for the escalator. Steve Corrigan noted that the footprint for an escalator is much larger than that of a stairs and there also needs to be a mechanical room underneath the escalator and it would probably not be possible to simply replace the stairs with an escalator. Corrigan said he has not been in the facility, but he felt that creating an escalator area and providing the escalator service to make it work with the existing flow is the first thing that should be determined. He said any study should focus on where the escalator would be possible, rather than if it was needed.

Gruszynski felt a letter to the City stating that both the County and VCB feel that the lack of an escalator is a problem should be the first step. Van Dyck said it seems like the VCB would have a better feel for how large this issue is in a few weeks and he would like to see the VCB come back to the May Ed and Rec meeting since Supervisor Nicholson was not able to attend this evening's meeting. In addition, Van Dyck would like to strongly suggest that the City of Green Bay have some representation here as was included in the communication. He felt that between the letter going out and the further experience that the VCB will have in a few weeks, they could update the initial letter and he would like to see this held for 30 days.

Katers added that earlier it was discussed whether the Ed and Rec Committee should be handling this and to some degree he agreed with this. He said that there are several City Council members on the County Board and he would like to see, along with everything that has been discussed here, a presentation at the full County Board since the entire Board has a stake in this since the Board voted to put money towards the project. He said he would like this presentation to take place in April if it can be put together in time or in May. Lund added that because the April meeting is a day meeting, it may be easier for people to attend to discuss this. Van Dyck agreed with Katers on this. A suggestion was also made to make contact with the engineer who designed the building to see how an escalator footprint would fit into the building. It was felt that the designer and builder should be involved in this and give their input. Van Dyck agreed but he hesitates on who should take the lead on this. The County does not own the facility and therefore he does not know that the County has any jurisdiction to proceed. Further, Van Dyck did not know if it was the County's place to call up the architects and ask for comments as that may give the indication that the County is going to lead the charge to put an escalator in the building, but this is the furthest thing from Van Dyck's mind. He felt the City was involved in designing, planning and building this and if it is screwed up, the City needs to figure out how to fix it.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell that Brown County and the Visitors and Convention Bureau send a letter to the City of Green Bay addressing the escalator issue and asking for a response and that this communication be placed on the May Ed and Rec agenda for update. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

8. **Communication from Supervisor Hoyer re: requesting a full accounting of attendance numbers for the past 3 full fiscal years for the Brown County Veteran's Arena.**

Van Dyck indicated that he received an e-mail from Ken Wachter earlier in the day regarding Item 8, a copy of which is attached, that indicated that he was not prepared for this meeting as he had not heard about it until that morning.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to hold for one month. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

9. **Resch Centre/Arena/Shopko Hall – Complex Attendance for the Brown County Veterans Memorial Complex for February, 2016.**

**Motion made by Supervisor Campbell, seconded by Supervisor Katers to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

#### **Park Management**

10. **Parks Budget Status Financial Reports for December, 2015 and February, 2016 (unaudited).**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

11. **Discussion re: Fairgrounds infield work timeline in relation to future master plan.**

Van Dyck said the reason this item is back on the agenda is because part of the money that was set aside back in December was for not only the infield work, but also for the trail to Ashwaubomay Park. Van Dyck said that the motion made on this was as follows: *Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to put \$300,000 into a Capital Improvement Fund for purposes of capital improvements/fairground renovations and/or plans at the fairgrounds and to direct the County Executive to approach the Stadium District Board for funds for an overall Master Plan for the area, and to request some type of matching funds from the Fair Board with a deadline of Feb 29, 2016.*

Campbell noted that the above motion does not make mention of the trail and Van Dyck added that it also does not specifically address the infield work. Campbell would like the Committee's input on this because it was originally that there was a big sinking hole in the middle of the fairgrounds and that was the problem to be solved, but now it seems that it is about a trail. Van Dyck said that Campbell's point that it was all for the infield

is as invalid as the trail being in there because the motion does not address what Campbell is asking about. Campbell said her point is valid and she understood that it was for the infield. Van Dyck said that he understood it to be for several projects, including the trail.

Van Dyck continued that Kriese is bringing this back because in discussions with the Village of Ashwaubenon it would appear that at this particular point they are not in favor of the trail. Campbell did not think this was a good characterization and noted that nobody from Ashwaubenon is here to speak to this. Van Dyck indicated that he spoke with Mike Aubinger recently on this and Aubinger was quite adamant that Ashwaubenon was not in support of the trail where the County proposed it. He said that Ashwaubenon wanted the trail around the river, but were not necessarily in favor of turning the park into a parking lot for the fair or the fairgrounds and therefore the feedback was that Ashwaubenon wanted further study in regard to what the overall plan for the area was. Van Dyck continued that Kriese is bringing this back for conversation and it is not as if we cannot proceed with the infield work, however, given the fact that parking at the fairgrounds was also an issue that was supposed to be solved by the connecting trail and that appears to be dead for the time being it does not solve the parking issue at the fairgrounds. If we proceed with the infield work, we still run the potential of although improving the infield that we could still rut the infield up with parking cars on it during the fair.

Kriese thanked Fair President Steve Corrigan and Fair Manager Kathy Ambrosius for attending this meeting. He said that the reason he is bringing this back is because the motion related to capital improvements, trails and planning work. The County Executive will be seeking funding for a master plan with Ashwaubenon and De Pere. Kriese said his take on this was that the master plan was originally going to be holistically looking at the Brown County property, but now that Ashwaubenon and De Pere are on board we will be looking at trail connectivity and how to have joint agreements with Ashwaubenon and De Pere. He cannot speak for either of these municipalities because they are not present, but Kriese indicated that he has had some talks in the last several weeks. Kriese continued that working with the Fair Board, trail work and infield work was moving ahead, but then one of the municipalities showed a little bit of resistance and indicated that they were not in favor of doing this until there is a plan in place. Kriese said this is now being looked at jointly and he noted that this is a 135 acre complex, but if we only look at Brown County, we are looking at 35 acres. He continued that this is a unique situation and he would like to see some progress on getting a plan put together that could suit the needs of the property. Kriese is not saying that 100% of a plan would be funded, but at least making progress toward getting portions of it funded and making sure that we have everyone from De Pere and Ashwaubenon on board would be beneficial. Kriese said that he did a little back pedaling on this when he learned that there was resistance from one of the municipalities.

Van Dyck read the following portion of the minutes from the October, 2015 Ed and Rec meeting related to this matter:

*Fixing the drainage problem would optimize the parking and mid-field space where the 26% of the property was currently unusable. He (Corrigan) could not predict if revenues would increase from these improvements although there was potential for it. The main question was if the potential of the increase in revenue would be worth the expense of fixing the drainage in the field. Corrigan informed that drain tiling had been done in 2006 on the De Pere property where they now had zero problems with parking and events.*

*Corrigan informed that they were proposing to strip the top soil, regrade the entire site to come up with the proper drainage pattern, border the perimeters of the athletic areas with gravel where heavy traffic went, re-spread the top soil, use clay under the grass. A picture of the north road in its current state from lack of drainage was provided. A total for their proposal came out to \$342,362.50 with 5% contingency of \$17,113.13. They needed to put in permanent concrete barricades around the motor sports area to meet safety requirements that would cost about \$16,800, excavating for track was \$32,500. With the lack of grand stand their expenses for bleacher rental was \$17,000 for the fair. One of the biggest complaints during fair week was lack of seating.*

*They would gravel a new road on the west side of the pulling track which would cost \$14,396 to maintain an emergency route for fire rescue on the grounds. This gave them the chance to utilize the south and north gates for emergencies. Corrigan added a water main and had all new fire hydrants down the midway but they would like to see a new water main installed at the end with a new fire hydrant at the cost of \$15,000.*



*They would also like to run some power and lights down there at the cost of \$21,000. Total cost of that area would be \$109,584 with a 5% contingency. The grand total with contingency would be \$479,478.83. There was a separate number for the walking trail from Ashwaubomay Park to the Brown County property.*

*60 golf carts would be used to transport people from the park to the property which added a considerable amount of parking for events. It would also be wide enough for emergency vehicles. A copy of the estimated costs were handed out and based on Corrigan's expertise. They went out and talked to excavating firms to come up with the budgeted amount with a few assumptions. Public works came up with cubic yards and trail numbers. The asphalt, landscaping, fencing, engineering, and permits would all come out to about \$74,770 for the trail. Eliminating the asphalt and downgrading to fine grade stone for a year or two would bring the cost down to \$60,877. Total package would equal \$540,000. This trail would mainly be used to promote larger events so the gates would not be open to the public all year round. The Fair Board currently had established \$251,000 saved up, he did need to get direction from their Executive Board on how that will be used.*

Van Dyck said what he read was the presentation by Mr. Corrigan, all inclusive of all of those items and from there the discussion went to how much the Committee wanted to set aside and where the funds would come from. The funds were all inclusive of that particular group of items. Corrigan said that that was a fair statement with the exception that trail numbers were established by Brown County Public Works.

Van Dyck continued that the engineering study had been ordered for the excavating. Kriesie confirmed this and said they are working together with Mau and Corrigan to see what the infield can look like. He said that he is not stopping the process, but at the same time, if the plan continues and there becomes some positive development later where this could go in a different direction, then maybe the grading can be held off for a year for further developments. If there are no new developments with the other municipalities, then Kriesie felt the infield should be done. At this time, without knowing anything about the plan, it is unknown and that is why he brought this forward.

Gruszynski asked Kriesie to talk about why the plan being proposed would be different than the other plans that had been done before but never used. Kriesie responded that the plan being proposed will involve both Ashwaubenon and De Pere. He noted that the Brown County property is roughly 35 acres, De Pere has roughly 15 acres and Ashwaubenon has roughly 80 acres. Kriesie continued that he did not know what the involvement of the other parties would be. He noted that he is not opposed to the infield grading and acknowledged that it needs to be done. Kriesie continued that we are looking at 135 acres and it is often said that land is a problem on that property. A lot of properties around the fairgrounds have been looked at for potential purchase and working with the partners of Ashwaubenon and De Pere may result in a different look. Kriesie said that the goal is not turning anyone's park into a parking lot, but he would like to work together and have some partnerships with the municipalities for the first time. This is what would make this plan different. Kriesie noted that in reviewing some of the other plans, some of the De Pere ones were done by Park Directors who have moved on. He said some of the plans were quite grandiose, but that is not what he intends.

Katers asked Kriesie if he felt any of the other communities would put money towards this and Kriesie responded that he did not know. For the plan itself, it may only be a potential rec trail added along the river that provides connectivity. Campbell stated that Ashwaubenon had completed their plan and that is what it is. Kriesie said that maybe the municipalities do want some skin in the game and Troy Streckenbach can find this out when he goes out for funding. He added that there is \$300,000 in the fairground improvements that was designated for improvements, planning, etc. and some of that could be used for planning. Corrigan added that the Fair Board committed \$140,000 to this as well.

Corrigan said they brought the water and grade issue up 13 years ago. The infield is not a level surface and it is not good for green grass events or parking. There are a lot of wasted areas for parking because of ditches. This conversation was set aside and tabled with the possibility of acquiring property around the fairgrounds that could be bought and developed for possible camping, but more likely a large parking lot. That has been researched and brought before the Board and it has been turned down and does not look like something that is going to happen now or in the immediate future. Corrigan continued that they then worked within the

guidelines that they have and they set out with a new planning approach looking at how to improve the fairgrounds overall. He said the track does need to be moved because the fair's motor sports are very successful. Corrigan continued that when he refers to a permanent track he means it is permanent to the sense that it will be there in the future. If in the future the track has to be moved, it could be moved. His experience has been that the fair has worked very well with the City of De Pere in the past. He said that the De Pere boat landing that was built recently is not going anywhere. There are also nesting eagles on the fair property as well that need to be considered. Corrigan said they have improved what they could improve by drain tiling and it has worked very well.

Corrigan continued that the master plan may show something developed along the riverfront on the Brown County fair property and then there would need to be discussions about not having a fair due to lack of property. He noted that it would cost \$10 million dollars to relocate the fairgrounds. Corrigan respects the thoughts of Ashwaubenon and Brown County of creating a walkway along the riverbank but he said that this is a long ways from being approved. All they are asking is to do the infield work and then make the connecting trail from the fair property to Ashwaubomay Park. Corrigan said that the trail would cross Leonard Street. He noted that one of the property owners has space to park about 100 cars and if the trail was developed to Leonard Street, Corrigan felt that they could pick up the property for that 100 car parking. This is not definite, but the property owner seemed very positive.

Corrigan said that they have been working on risk assessments for lightning, heavy winds, thunderstorms, active shooters and train derailments. He said that they ran into a brick wall with regard to the train derailments because both of the entrances to the fair go right towards the railroad tracks. If a train would derail a little more to the north, it would close off the only entrance to Ashwaubomay Park. For these reasons, Corrigan looks at the trail as more of a benefit to the County emergency service protocol to be used in evacuations.

Corrigan continued that they can continue with the draining and move forward. Van Dyck asked if the track has to be moved if the infield work is done. Corrigan responded that there is currently a temporary track which would be there to be able to book motor sports events and is usable at any time. Van Dyck asked if the track was in the money or not. Corrigan said that originally the fair offered to move the track at their own expense because the Hmong community was supposed to be coming up with some substantial funding to build green space. The fair stepped aside to allow that funding because they thought that that funding could be used for the drain tile and grading. The fair said that their responsibility would have been to move the track, fund it and take care of it, but this has shifted gears and now they are looking at the infield and the track as one project by a joint effort between Brown County, Parks and the Fair Association. Ambrosius added that they were looking at the entire grading plan and reconstructing the track and that should have been done last year. Kriese stated that that is how the whole project got started. Ambrosius said they were going to fund it and noted that the fair has a lot of bargaining power with a lot of their partners. The fair does not have to go out and get bonded people to do the work for them so it is very cost effective. Ambrosius continued that it did not make sense to do a beautiful grading plan for a portion of the property and leave the rest of it sit and that is why they came back and said they need to do the whole things. She added that it will also be beneficial in that they will be able to have a lot more parking. They have also had a meeting of residents to remove a berm and there was no negative feedback. This benefits a lot of people and Ambrosius also indicated that they can use the soil which they really need. Corrigan noted that they would pick up about 100 additional parking stalls where the berm is. He also said that they need the dirt to have enough fill to do the grading.

Van Dyck said when he drives past the fairgrounds, the green space at the front end of the property seems to be very under-utilized. He felt it was the most visible part of the fairgrounds and asked if there would be an opportunity to move the amusement stuff to the front area and utilize that area. Corrigan said that they used that area 13 years ago, but equipment was getting stuck. He said that there are a lot of things they have to be concerned about with larger events and what is going on in today's world. He continued that the flow was intended to be the exhibits, and then the kiddy land, then the nonprofit exhibitors, then the food area and the heavy power rides in the rear. They try to segregate the fair by family values. He said that there would be possibilities of bringing something like a big ferris wheel or something else up front for a landmark. He noted that the veterans use a large part of that area and the rest is used for parking. Ambrosius said if the

track or amusements were put in that area, there would be concerns with congestion in bringing vehicles in the north gate to get to a tent up front.

Kriese noted that he is not against the grading and acknowledged that it needs to happen. All he is saying is that he would like to work with the municipalities and get a plan rolling and if there is no interest from the municipalities by summer, then he thinks we should get the master plan rolling. Campbell asked Kriese what he could see changing between now and summer and Kriese said that he does not know since they have not had any meetings on this. Campbell said that she is not sure there is resistance on the trail from Ashwaubenon's standpoint, but there needs to be details worked out so Ashwaubomay does not become a parking lot. She continued that Ashwaubenon is not resistant to a trail and she has been an advocate for a trail, however she felt that this was a separate issue and is obstructing the process that has been set in motion and she does not know what might change in the next three months. Van Dyck clarified that there is resistance to the trail in the area it was proposed. Lund said he would not worry so much about the trail at this time. There is grading that needs to be done and he felt that it should be done this year. Lund has been an advocate for the fairgrounds for 14 years and if it wasn't for the Board members that said the fair had value, a former County Executive would have gotten rid of the fair. Lund felt that the County should make a strong statement that the grading should be done this year. He felt that the trail is ancillary to what the real issue is. He is not against the trail, but he is for getting the work done as he felt it shows a good faith to the municipalities that Brown County is investing in the area and making the fairgrounds better over the years.

Corrigan said the fair does not object to the master plan or the trails along the river as a Fair Association and they do not object if the plan comes back to a grandiose environment in the area. In reality, when it all does get presented to the County, Corrigan felt that the County needs to decide how to move forward. The fair needs to operate what they have and protect what they have. If the County decides on the master plan, part of it needs to be what to do with the fair. Corrigan said it keeps getting to be a bigger and bigger discussion that he does not want to drag out forever. Kriese responded that said he is not looking for something grandiose, he wants to be realistic with the barns and things like that. Corrigan said that doing something with the buildings does not affect the drainage to which Kriese agreed and reiterated that he is not opposed to the grading.

Gruszynski asked what the timing on the grading is. Ambrosius responded that the timeline originally was that the trail would go in and be completed in the July, 2016 timeframe. Because of all of the events held at the fairgrounds, they would not do any grading until after Labor Day and then it would have to go like clockwork to get it done before winter so that grass can be grown in the spring. She said that the Fair Board is selfish for the fair, but all of the money being put in is for the betterment of the grounds and all of the activities held at the fairgrounds. Gruszynski did not understand what the beef is. He thought Kriese should be able to go ahead and meet with the municipalities and get their input. The plan to grade can still move forward after Labor Day. He felt that the grading plan should stay in place but Kriese be given the flexibility to continue talking to the communities about moving forward with the plan. Ambrosius said that they cannot wait until August to give the go ahead and still expect the grading to take place in September. Kriese noted that he is continuing to work on the plans with Mau on the grading and noted that no progress has been slowed down. Corrigan said the timeline he is looking at is to approve the engineering drawings by the second week in May. Then they would have to put an RFP together and get bids for the different phases of the process and approve the bids. Corrigan said that the contractors should be booked by the end of July so they can get the fairgrounds on their schedule. Gruszynski said that all Kriese is asking for is a month or two to continue to work with the municipalities. Kriese agreed and said that he has no intention of holding up the infield work. He just wants to continue working with the master plan and working with the municipalities to see what the whole complex can be.

Katers said that when this was first brought up last year it started with master planning. Kriese responded that the infield grading is what was brought up and it was indicated by several of the Supervisors that they would rather see the plan move forward. Katers said there is \$300,000 set aside and the cost to do the grading is \$342,000. It was indicated that that was the best guess estimate. Katers said that what is needed for the master planning is funds and he asked if funding was being asked for tonight. Kriese said no because they can use some of the funds that are set aside for master planning, but they want to go out for grants. Corrigan is opposed to this because he came in with a structured proposal for infield grading only; not an idea

for a grandiose plan. They came in with one portion and said what they needed to complete that portion. Money was allocated for this and Corrigan felt that they should be able to move forward based on that information. If a plan needs to be put together, he felt that funds should come from other mechanisms, not taken out of his project. Van Dyck re-read the original motion on this and indicated that the planning piece of it was to attempt to get it from the Stadium District Board.

Van Dyck said he understood the concept of trying to bring all of the parties together given that there is a convoluted breakup of the property. He agreed that if we are going to get the infield done this year, we need to keep moving along. Corrigan felt that they should still be able to get some good competitive bids for the fall. Kriese said the project will take a few weeks for earth moving and they would also have to do some testing on the berm to be sure that there is no arsenic. Van Dyck asked if the Park Department will facilitate the bidding process or if Public Works would be doing it. Corrigan said it was his understanding that the money was allocated to be overseen by the Parks Department and the Fair Association can go out and get the bids under the guidance of the Parks Department. He was of the impression that this was going to be a Parks Department project. Corrigan said they have retired engineers and construction workers available to donate their time to be project managers. Corrigan said this will be treated as a major project and they have the expertise available within their group and he was hopeful that this did not have to be burdened down with the typical channels of bidding, etc. because that all adds cost that they feel is unnecessary. He continued that Mau will be providing the guidance and signing off on the project. Corrigan said the checks and balances are in place. Van Dyck responded that while he appreciated that, that is not what was approved. Corrigan said that Director of Administration Chad Weininger said previously that part of the \$300,000 could be used for the project and the Fair Association could administer it. Lund said this would have to be referred to staff to see if this is possible. Kriese added that this has already been discussed with Corporation Counsel and he is awaiting final word from them, but it was noted that Corporation Counsel is currently understaffed. Van Dyck advised Corrigan that this will have to be investigated further because the way that the funds were approved, they are set aside in a fund and getting the money out of the fund and into the hands of what is going to be considered a private funding is above what this Committee can determine but there was a good chance that this would have to go through the County's bidding process. Lund added that there are set statutes by the State on construction.

Corrigan said that tonight he would like to know that the funds that were allocated are to be used for his infield project and not pirated for master planning. Van Dyck said that that was never the intention. The question was if we should wait for a larger plan before anything was done or whether we do some part of the plan at this time. Van Dyck recalled that moving ahead with the infield work was approved several months ago. Van Dyck does question the trail and thought there may be a bit of time to wait on that to get a better feel. He hesitates on the trail because if the trail is run to a certain point and then Ashwaubenon gets their act together with the whole thing along the river, we do not necessarily want to do both. Van Dyck thought the project should be looked at on a larger scale.

Gruszynski asked Kriese if he felt a motion to move forward with the infield work this year would tie his hands for working with the other municipalities on a future master plan. Kriese did not think it would tie his hands and he is hopeful that they can continue looking at things as one property. He said that the infield needs to be done and he wants to make sure things are done in the right order. Kriese is fine with getting the infield done this year.

**Motion made by Supervisor Campbell, seconded by Supervisor Kaye to proceed with the infield work in 2016. Vote taken. MOTION CARRIED UNANIMOUSLY**

## 12. Discussion re: Future maintenance and insect/pest treatment along trails and in parks.

Van Dyck said he brought this forward because living along the Fox River Trail, he is aware that there are a number of areas where water sits and it is a mosquito haven. He wants to know whether or not the Parks have ever looked into any type of treatment options that may be available to treat areas with these situations. The maintenance piece of this comes in in trying to support the bikers on the paved portion of the trail and Van Dyck asked if the Parks have ever considered taking a sweeper down the trail in the spring to get rid of winter debris. Kriese responded that Parks used brooms when the trail first opened in 2001 but now they use a turbine blower

to clear the trail. They blow the trails three times a week to keep them as clear as possible. Kriese said that currently they are struggling in getting seasonal staff on board for various reasons, including the pay rate. He said that they currently have three seasonals on board but they should be at about 20, so until there is more staff, maintenance will be a little bit delayed. Kriese was hopeful that they could get to blowing the trail in the next week or so and it should get rid of most of the debris.

With regard to the ditching, anything that runs into any tributary or navigable stream is considered wetlands and cannot be treated. Ditches that just sit isolated are not considered wetlands and could be treated. Kriese said that he did check with the State about this and the State advises against all chemical treatments along state trails and in state parks. That is not to say that it cannot be done, but they would need certain applicator licenses and contract it out. Corrigan noted that they spray the fairgrounds and the chemicals they use are very expensive.

*No action taken.*

**13. Request for fee waiver for Green Bay Chapter Trout Unlimited for use of the Reforestation Camp Pines Shelter.**

Gruszynski said that he is very happy to serve on the Board of the Green Bay Chapter of Trout Unlimited and the organization gives almost 100% of their funds back to the cold water resource throughout the region. They also do a ton of restoration work on streams in the area as well as a lot of work in partnership with the County. Gruszynski will abstain from voting on this because he is on the Board, but he said it is a great organization and he is happy to support it.

**Motion made by Supervisor Katers, seconded by Supervisor Campbell to approve. Vote taken.**

**Ayes: 4**

**Abstain: 1**

**MOTION CARRIED UNANIMOUSLY**

**14. Discussion re: Camp Host at Bay Shore Park and Bike Rental programs; both will require a site/trail fee waiver.**

Kriese said that in the essence of following through with County procedures, they are establishing a camp host site so they can have somebody to better the park experience at Bay Shore and allow staff to be able to focus on larger items than picking up litter and cleaning bathrooms and attending to the regular campers. They are in the process of establishing a policy on this at this time.

With regard to the bike rental program, they are working on a bike rental fleet at Reforestation Camp. They will be partnering with a bike contractor on a 50-50 basis. Kriese is asking for a fee waiver on the trail for people who rent bikes because he does not want people to have to pay a trail fee after paying to rent a bike.

**Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to create a site waiver for the Camp Host at Bay Shore Park and trail fee waiver for the bike rental program at the Reforestation Camp. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**15. February 2016 park attendance and field staff report.**

**Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**16. Assistant Director's Report.**

Kriese noted that in the last two weeks they had nine stories related to Parks through the *Press Gazette* and other news channels for a number of items. With regard to RV parking at the Fairgrounds, Kriese has been working with the Packers, VCB and Green Bay Transit and it looks like a new bus stop will be established at the BP station across the street from the fairgrounds to take campers to Lambeau Field. Season ticket holder packages will include information on camping at the fairgrounds and there will be some other marketing done on this as well. Campbell thanked Kriese for getting this done.

Kriese continued that the parkaeology program, maple syrup program, blue bird house and bat house building programs along with the Wequiock Falls programs and several others are either done or finishing up soon.

Van Dyck mentioned the issues of finding seasonal workers Kriese talked about earlier and urged Kriese to look at the pay rate for next year to make it easier to find seasonal employees. Kriese said that he has already been talking with administration about this. Also, with regard to the maple syrup program, Van Dyck asked if the program was maximized and Kriese said that they have the simplest method of collecting and boiling sap and it is designed that way to prove the point that someone can go to a hardware store and get supplies to make a tablespoon of maple syrup themselves. This year they made about 9 gallons of syrup which goes right back to the kids in the program.

Van Dyck mentioned Fonferek Glen and said that maybe additional parking options should be added to the agenda to discuss any options there may be. A brief discussion was held regarding the parking issue and Kriese said that when the gate is installed, they will be adding eight feet of gravel on one side of the driveway which will provide some additional parking.

**Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **NEW Zoo**

##### **17. Director's Report and ZOO Monthly Activity Reports for April, 2016.**

Zoo Director Neil Anderson said that December financials will be included in next month's packet, but he said they had a great year and the numbers look fantastic. Anderson also noted that they recently went to the Stadium District and asked for funds for the new prairie grassland exhibit that he talked about at a prior meeting. The exhibit will include underground tunnels to view the badgers and prairie dogs. The Stadium District pledged \$60,000 towards the exhibit. Another private donor added \$10,000 and Ben Schenkelberg is doing the architectural work and his donation is about \$5,000 so they only have about \$25,000 left to raise for the exhibit. It should take about three months to get the exhibit built. The conceptual plans are done and Schenkelberg is working on the architectural portion at this time.

Anderson continued that the Zoo Society raised funds for the entrance doors to the Visitor Center. There was no power assist features on the doors and through a donation of about \$50,000 they will be adding power assist doors throughout the building. The front entrance doors will also be made wider to take larger strollers.

Anderson also spoke about the river otters that were born on March 11. This was the first time ever that river otters were born at the zoo. There are four pups and they should be out on exhibit in the next few months. The otters were about five ounces when they were born and they are now up to about 1.5 pounds.

Anderson passed out updated revenue numbers for March, a copy of which is attached. He also talked about the Eggstravanzoo which was held on the Saturday following a large snowstorm. The event was attended by about 1,700 and although parking was a concern, the flow was good and there were no problems. Overall attendance for 2016 is up which is a nice trend. Anderson also noted that gift shop numbers are up and he attributes that to the gift shop being fully stocked after the renovations.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Library**

##### **18. Library Budget Status Financial Report for December, 2015.**

**Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **19. Update re: Balance of 425 Bonded Funds.**

Van Dyck provided the Committee with a communication from Chad Weininger which is really a communication from bond counsel that will for the most part negate Item 20 on this agenda, a copy of this communication is attached. Library Director Brian Simons said that the communication clearly states that the money that was bonded was specific to the Central Library and what is left is \$623,450.35 and that is what is available or spending, but Simons said that it has to be spent on the Central Library. He said that they were looking for this answer for quite some time. The bond money would have to have County Board approval. Lund asked what the money will be used for. Van Dyck responded that there are no plans for the money at this time. He explained that there was a concern on the part of the Library Board that the money was going to expire so at the last meeting the Library Board advanced a motion to spend that money on priorities that the library folks identified under the assumption that the funds could be used for that. They did not have this opinion at the time that the Library Board met so subsequent to that approval, the answer finally came from bond counsel which basically circumvents the items that were passed by the Library Board because very few of them had anything to do with the Central Library.

Simons said that this will be on the agenda at the next Library Board meeting and Board President Aubinger would like to discuss other possibilities as to what the funds could be used for. When we get to Item 20a, there is a possibility of using a portion of this for some enhancement of the project in Item 20a. Van Dyck said that he did not know if we can move fast enough on any Central Library projects under the guidelines of time and in that case, the money would go back against the bond. Campbell asked how fast we need to move and Simons said that the funds have to be encumbered by July 1. Simons added that any project would have to be bid out and the timeline is very tight. He said that one of the things mentioned by the Library Board was the bathrooms at the Central Library. Knowing that even if there is a full renovation to happen, it is still a number of years off so maybe funds could be used for something like that, but Simons does not see the possibility of putting together any extensive projects.

*No action taken.*

**20. Discussion and possible action to accept the Library Board Motion 3/17/16:**

***"Motion by B. Nielsen, seconded by C. Bianchi, to remove the Ashwaubenon Branch roof addition from the bonded funds project list as there is an alternate process for this project - it is included in the 2017 capital bond schedule. Motion carried."***

***"Motion by D. Running, seconded by N. Jeske, to approve using the remaining bonded funds in the 425 account to pay for the proposed projects as presented except the Ashwaubenon roof, if allowed by the terms of the bond. Motion carried."***

**Motion made by Supervisor Kaye, seconded by Supervisor Katers to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**20a. Approve low bid for Central Library parking lot replacement (bid to be provided at meeting).**

Several documents were provided to the Committee, copies of which are attached. Simons said that this is a bit of a unique project because when they put the bid together they expected to be able to only afford asphalt and they were also instructed that they would have to move the transformer that is in the lot. Curt Beyler did some additional research and it was discovered that the transformer would not have to be moved which saved about \$30,000. With this savings, they also were able to get a bid for concrete, which has about double the longevity of asphalt. Simons said that the company Supervisor Katers works for was the company that was the low bid for the engineering and Katers was the person assigned to the project. Simons continued that when the bids came in, he was surprised to see that the asphalt bid was what it was but even more surprised and pleased that the concrete bid from Martell was about \$43,000 more than asphalt. Simons continued that asphalt could last 20 years and the total cost after 20 years with maintenance and sealing is \$138,832. The same period of time with concrete, and also maintenance that would be required, came in at \$138,516. The concrete would also have about 20 additional years of life. The 20 year annual cost for 20 year asphalt is \$6,942 and the same annual cost for concrete, because it lives so much longer, is \$3,752. Simons is bringing this all up because of the bids and secondly, because they would prefer the concrete because it lasts longer and in looking at the longevity projection concrete is actually cheaper over time. Finally, they do fall a little short because concrete was not the

original projections, but now that the ruling on the 425 funds, Simons would like to have \$16,916 from the 425 funds to do the parking lot in concrete.

Simons is looking for some kind of motion to approve the Martell bid contingent upon an additional \$16,916 being approved out of the 425 funds for this project. In the event this would not pass at County Board, he is looking to default to the Northeast Asphalt bid of \$91,345. Simons said it would be very, very difficult for him to come up with the \$16,000 out of the operating budget. The other option that Simons sees is the general fund. Van Dyck said that before any motion is made he would like to hear from Katers as he fears that this will be pulled apart at the County Board level. Van Dyck said that he seldom sees a concrete parking lot and he is not saying it will not go through, but he did feel that there would be questions and he would like to have some foundation.

Katers said that all of the area Kwik Trips are now using concrete. He said he is also starting to see concrete at medical offices and things like that because there are so many turn in and turn out maneuvers which are hard on asphalt. When the price is as close as Simons explained, it is because the asphalt supplier is not making any money on the asphalt end of it; it is because concrete is provided around the perimeter. Katers said for the small amount of money we are talking about, it is an absolute no brainer to go with the concrete. He did agree that those who look at things from a dollar figure may have some concerns. Katers said that he was very pleased with the low cost of the concrete because of the longevity of it. He said that in 20 – 25 years asphalt would have to be redone, but at the same time, the concrete would only be at half of its life.

Kaye said he supported the concrete wholeheartedly, but felt that there may be questions about using the county's asphalt. Katers said that there were reasons for this, one being the time. The county asphalt plant is unable to meet the necessary timeline. Simons added that with regard to the county asphalt, the estimate the Library received did not include many of the things such as draining tiles, additional catch basin, light pole bases and concrete aprons that were included in the Northeast Asphalt bid. For that amount, Simons felt that the Northeast Asphalt bid appeared to be the lower price. Lund felt that the concrete is nice and would be much cooler than asphalt in the summer because of its light reflective qualities.

Katers added that from the County Board perspective, it is hard for the Board to agree on spending money, especially for something like a parking lot. He felt that doing this right the first time with concrete is the most prudent way to go. Simons added that the company who has done the patching of the parking lot over the years has advised that they will no longer work on the parking lot.

**Motion made by Supervisor Campbell, seconded by Supervisor Kaye to approve the Martell Construction bid of \$134,490 with the contingency that the \$16,916 is added from the 425 fund and in the event this does not pass at the County Board that we revert back to and approve the Northeast Asphalt bid of \$91,345. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**20b. Approve easement from WI Public Service related to central Library parking lot.**

Documentation from WPS was provided to the Committee, a copy of which is attached. Simons said that the current wiring is 42 years old and WPS knows that the parking lot is going to be ripped up so now is the time to get this done.

**Motion made by Supervisor Kaye, seconded by Supervisor Campbell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**21. Director's Report.**

Simons noted that the facility master plan will be wrapping up in mid-April. Some conferences that are going on have caused a slight delay. He said that the Southwest addition turned out very well and the furniture in it is representative of what is being done in the other branches. The Wrightstown branch should be getting their furniture soon followed by the East branch and then others as prioritized. The construction for the lower level at the Central Library will begin in April and wrap up in May. Simons also noted that the maker space is doing very well. The summer reading program has been rebranded and will include a lot more than reading. Additionally,



they are piloting a program with Keller Elementary and they have been doing a lot of good work and have gotten in very good with the Green Bay Public Schools which has opened a lot of doors for more programming.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

22. **Audit of bills.**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

23. **Such other matters as authorized by law. None.**

24. **Adjourn.**

**Motion made by Supervisor Kaye, seconded by Supervisor Katers to adjourn 8:23 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

Therese Giannunzio  
Transcriptionist

# Golf Course - Statement of Funds

Funds Available 1/1/15		(372,278)
Projected:		
2015 Revenues	1,055,553	
2015 Expenses	(924,784)	
2015 Earnings	<u>130,768</u>	
Non-Cash Items:		
- Depreciation	<u>121,130</u>	
	<u>121,130</u>	
Non-Expense Outlays:		
- Capital Equipment	(132,000)	
	<u>(132,000)</u>	
Projected 2015 Funds Made Available		<u>119,899</u>
Projected Funds Available 12/31/15		<u><u>(252,379)</u></u>

Spring-Summer 2016

# Musepaper

**Bridging Communities . Connecting Generations**



The  
Neville  
Public  
Museum  
Foundation, Inc.

Painting of Fort Howard  
B. Ostertag  
1899  
# 2704/1757



# Letter from the Directors

As we welcome 2016 it is the perfect time to share some of our great projects and partnerships with you -- our members and donors. The team at the Neville has been working diligently on a three year temporary exhibit plan. Combined interest and enthusiasm allow our team to excel at bridging communities and connecting generations through exhibits and programming.

In April of 1815 the most devastating volcanic eruption took place on the Indonesian island of Sumbawa. Most scientists have coined 1816 the "year without a summer," and believe the cause to be to an unusually low level of solar activity combined with a great shield of dust from volcanic eruptions at Mt. Tambora that blocked out the warmth from the sun.

You may be asking what the connection is between this volcanic eruption and our community, or more importantly, why should I care? Fifteen months after the eruption, soldiers arrived to Fort Howard in Green Bay likely delayed due to the June blizzard that took place on the east coast, caused by the volcanic eruption. Once in Green Bay the soldiers immediately started to build and repair the shabby buildings due to the unusually cold August weather. As relationships formed between the civilians and the soldiers our region saw the creation of an American community for the first time in Green Bay. Hear the tales of life, love, and murder at the Fort in *Life and Death at Fort Howard*, opening April 16, 2016.

While *Life and Death at Fort Howard* will pay tribute to the past, the Neville will also embrace the recent scientific discovery of gravitational waves or ripples in the fabric of space-time, predicted in Albert Einstein's 1916 Theory of Relativity. The upcoming *Eyes on the Sky* exhibit in partnership with the Neville Public Museum Astronomical Society will provide connections between how and when the planets/moons of our solar system were formed and their physical properties. While discovering the physics and function of our sun and its effect on Earth through the northern lights, solar energy, and eclipses, you will be able to discover how you can get involved in astronomical observations. *Eyes on the Sky* opens July 16, 2016.

*Life and Death at Fort Howard* and *Eyes on the Sky* are examples that blend our core subjects of history, science and art while connecting us both regionally and globally to modern day events.

We hope you will visit often and take an active part in the Neville's role of bridging diverse communities while creating lasting moments with your family and friends. Come connect with the place that celebrates the rich heritage of northeastern Wisconsin.



Beth Lemke  
Executive Director  
Neville Public Museum



Kasha Huntowski  
Executive Director  
Neville Public Museum Foundation

**Thank you to our donors for making all of these programs and events possible!**

**Green Bay/Brown County  
Professional Football Stadium District**

**Byron L. Walter  
Family Trust**



Thanks also to the K.C. Stock Foundation, Dr. Richard & Ellen Horak, Green Bay Packers Foundation, Scott & Nancy Armbrust, Greater Green Bay Community Foundation, Wisconsin Public Service Foundation, Charles & Elizabeth Schrock, Pomp's Tire Service, The Neville Art Guild, Primum Bonum, US Bank, Renco Machine Company, Inc., Diane & Patrick Ford, NEW Charitable Trust, Barbara Manger, Associated Bank, Romaine and Mary Schanock Family Foundation, Wisconsin Public Radio, Green Bay Press-Gazette, WFRV TV 5, WBAY TV 2 and the Michael & Linda Rivkin Fund at The San Diego Foundation.

# Upcoming Exhibits



*Feline Fine: Art of Cats*  
March 6 - April 17

This traveling exhibit consists of 50 new paintings and sculptures by leading artists who specialize in the subject of cats.



*71st Art Annual*  
May 14 - July 3

Initiated in 1942, the *Art Annual* is an important bridge between the artistic communities of NE Wisconsin and the Upper Peninsula of Michigan. This will be the 71st exhibition, which continues to connect generations through arts.



*Lure of the Ocean*  
March 6 - May 8

This exhibit features oil paintings by Stanley Meltzoff, that portray fish in their environments from the New Jersey shores to the shallows of the Caribbean and the deep Atlantic.



*Ice Age Imperials*  
May 27 - October 30

Using two full-scale dioramas, a series of interactive displays and wall-mounted educational components, *Ice Age* provides a rare opportunity for visitors to interact with real fossils from ancient animals like the sabretooth cat, woolly mammoth, giant sloth, dire wolf, and giant beaver.



*Life & Death at Fort Howard*  
April 16, 2016 - April 9, 2017

Discover the stories of Green Bay's nineteenth century military post, Fort Howard. Explore rare artifacts and first-hand accounts that tell the tales of life, lost love, murder and revenge at the Fort.



*Eyes on the Sky*  
July 16 - November 6

Discover the way humans in Northeastern Wisconsin have observed, explored, and understood our Solar System and its place in the Milky Way Galaxy.

## Looking Ahead

At the Neville we take great care in choosing exhibits that are exciting, educational, and representative of our local communities. Here's a glimpse at some of the exhibits that will be on display in the next few years:

### *Estamos Aquí: Celebrating Latino Identity in NE Wisconsin*

*Estamos Aquí* ("We are Here") features the artifacts and personal stories of many Latino families in Northeastern Wisconsin. The bilingual exhibit celebrates the diverse cultures and traditions that have endured emigration from across Latin America. This collaborative exhibit was developed with museum staff and the Hispanic Community Resource Center - Casa Alba.  
(May 2017 - April 2018)

### *Neon Darkness Electrified*

*Neon: Darkness Electrified* will feature over 30 rare neon signs from the personal collection of Jed Schleisner of Greeville. Schleisner is one of the last working neon sign artisans in the NE Wisconsin region. The exhibit will also feature the science and technology behind the signs, as well as the history behind the advertising technique. (July 2017 - January 2018)

### *Brown County 1818-2018*

Over the past two centuries, the residents of Brown County have left their unique mark on the cultural, political and physical landscapes. Explore the histories, stories, and artifacts that shaped the county we call home today. Developed in conjunction with fellow Brown County departments, the exhibit will showcase county collections of photographs, film, artifacts, and more.  
(June 2018 - October 2018)



# Event Calendar

## March

5-Winter Warm Up Music: Michael Waring  
8-Youth Program: Frank Lloyd Wright  
8-Hardcore History: Frank Lloyd Wright  
16-Dinner Program: Traditions of Ireland  
16-Exhibits Exposed: Feline Fine Art  
19-Winter Warm Up Music: Jamus Unplugged  
19-Cub Scouts: Webelos Art Pin

## April

2-Explorer Saturday: Feline Fine & Cat Adoption  
16-Dinner Program: The Last Wooden Shoe Carvers  
16-Exhibits Exposed: Fort Howard  
28-Youth Program: Context of the Holocaust

## May

7-Explorer Saturday: Guns & Gossip at Fort Howard  
13-School Day Off Program  
18-Exhibits Exposed: Archaeology  
19-Dinner Program: Historic Preservation

## June

4-Explorer Saturday: Ice Age  
15-Exhibits Exposed: Ice Age  
18-Soda Series: Door County Cherry Cola  
28-30- Archaeology Camp

## July

2-Explorer Saturday: Mammoth Tusk  
20-Exhibits Exposed: Interstellar Overdrive: Astronomy  
23-Soda Series: Heritage Root Beer

## August

6-Explorer Saturday: Tall Ships  
17-Exhibits Exposed: Fort Howard

**Looking for more information? Please visit  
[www.NevillePublicMuseum.org](http://www.NevillePublicMuseum.org)**

# Program Series



### *Food, Friends, Fun, and Learning!*

Enjoy dinner followed by an informative program on a wide range of topics. The 2015-2016 Dinner Program Series included programs on Dr. Rosa Minoka-Hill, Wisconsin Supper Clubs, and more! \$20/members, \$25/non-members. Pre-registration required.



### *An exclusive look at the Neville's best kept secrets*

The *Exhibits Exposed* series takes place the third Wednesday of each month at 6:00 p.m. and is included with your regular museum admission. Free for museum members.



### *Drop-In projects for the Whole Family*

*Explorer Saturdays* take place from 10:00 a.m. to noon on the first Saturday of every month. Meet our museum staff and volunteers, who will share stories about the museum's exhibits and lead participants through short hands-on activities and projects. Free with museum admission.



### *Discover the history you thought you knew...*

The *Hardcore History* series takes place the second Tuesday of February, March, October, and November at 6:00 p.m. The program is free and open to the public with a \$3 suggested donation.



### *Have you ever wondered how we know so much about people of the past?*

The Neville is hosting an *Uncovering Archaeology* camp this summer. Campers will learn about the different fields of archaeology, discover the history and science used to study the artifacts in the museum's collection, and participate in a variety of activities using the tools of the trade. June 28-30, 2016. Pre-registration required.

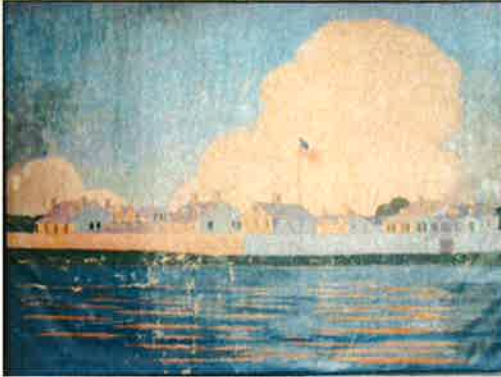
# Collections Corner

## Art of Fort Howard

This year marks the 200th anniversary of the 3rd Infantry of the U.S. Army building a fort in Green Bay known as Fort Howard. In celebration of this event, the museum has been creating the exhibit *Life and Death at Fort Howard* over the last year. There are many artifacts that were researched for this exhibit including a handful of paintings from the museum's collection.

### Old Fort Howard by B. Ostertac

Painting of Fort Howard by  
B. Ostertac in 1899



This painting was commissioned by the Chicago and North Western Railway, which occupied the site of Fort Howard after it closed. Artist Blanche Ostertac, of Chicago, was hired for the job. It is said the painting was created from descriptions given by locals and old drawings of the fort. Ostertac completed the piece in 1899.

This 5' x 8' representation of Fort Howard hung in the depot (now Tittletown Brewery) over the fireplace in the ladies waiting room for 45 years. The painting was conserved specially for *Life and Death at Fort Howard*.



Portrait of John C. Robinson

### Portrait of Lt. John C. Robinson

John C. Robinson served as 2nd Lt. at Fort Howard between 1840 and 1841. In 1838, Robinson was expelled from West Point for insubordination but was re-admitted in 1839. Robinson went on to serve as a Union General in the Civil War and was a Medal of Honor recipient.

This painting is difficult to exhibit in its current condition because it is painted on pine that has warped over the years. Currently it is stored in a drawer facing down to prevent unnecessary stress on the base of the wood. This portrait has been framed just for display in *Life and Death at Fort Howard*.

### Portrait of Lt. Platt Rogers Green

Platt Rogers Green started his military career in 1814. He was promoted to lieutenant during the siege of Fort Erie later that year. In May of 1815, he was transferred to the 5th Regiment of Infantry with which he passed through Fort Howard in April of 1818. This painting arrived at the museum in 1932 but the date of the painting's creation is unclear. Lt. Green died in 1828 but the style of coat he is wearing postdates his death. It is possible the painting was done after he died and the new style of coat was used. Our records also state the painting hung in the Green family home in Plattsburg, NY during the Battle of Lake Champlain which took place during the War of 1812. This information from the donor and the indications of time period in the painting do not match.



Portrait of Platt Rogers Green  
before Conservation



Portrait of Platt Rogers Green after  
Conservation

When the painting arrived in 1932 it was in very rough shape. It wasn't until 1979 that conservation was done on the painting. The museum has other artifacts from Lt. Platt Rogers Green which will make an appearance in the exhibit and future *Exhibits Exposed* programs!



# Welcome New Members!

## Family

Jason & Sara Albertz, Annette Baeb, Robert Bartholomew, Ryan & Valorie Beuparlant, Daniel & Angela Bergman, Steve & Sarah Beylon, Richard & Mary Bowers, Brown County Shelter Care, David & Catherine Burrows, Marsha & James Clare, Todd & Bianca Dehn, Chad & Lynn Derby, Steven & Barbara Derenne, Leith Destiche, Brian & Katie Dreger, Sherry B. Drockrey, Kerry Englebert, Tim & Casey Entringer, Kari & Kole Ewoldt, Cassandra Fischer, Michael & Kathleen Frost, Kathryn & Brian Fuchs, Matt & Katie Gelb, Jeanette Gile, Roy & Betsy Gill, Lynn Griebbling, Pete & Marian Hampton, Shayne Harkey, Wendy Harvey, Tim & Tracy Hazeltine, Anders & Marie Hendrickson, Kate Lasley, Phil & Patty Lawson, Greg & Sara Masarik, Ryan & Rebecca McGrew, Anna Mennenga, David & Debra Muench, Matt & Bridget Peters, Sara Peterson-Zizzo & Robert Zizzo, Quentin & Shannon Powalish, Tyson Schwiesow & Sarah Lulloff, Christina Sherman, Nicolas & Caryn Sparacio, Paul Srubas, Heidi & Jon Stubb, Thomas Tengowski, Jeffrey Van Straten & Pamela Gantz, Mark & Lois Velicer, Rebecca & Jim Warren, Carey Wickman, Shawn & Jen Zambarda, Daniel & Gayle Zwicker

## Dual

Myles & Jean Belke, Michael & Judith Bragelman, Amanda Brooker, Kelsy Burke & Maggie Lozier, Tom & Elaine Delsart, Betty Hartman, Patricia Hicks, Charles & Karen Hockers, Carol Kozlowski & Lily Kozlowski, Benjamin LaForest, Jim & Marilyn Reynard, Daniel & Kathleen Roarty, Jim & Ginny Schultz, Lawrence & Irene Solway, Brad & Sandy Toll, Donna Wahlen, Leah Weycker, Dan & Karen Wieske, David Zarling

## Individual

Peri Aldrich, Betty Bienash, Carlyn Cooper, Ronald Giese, Gary J. Hess, Nancy Kirschling, Alan Nass, Patricia Schneider, Sarah Theeke, Judith Westerfeld

# Volunteer Spotlight



Dick Blahnik has been part of the Neville Public Museum family for over twenty years both as a Foundation Board Member and exhibit crew member. He describes his role at the Neville as “a part of an enthusiastic crew of retired guys, from a variety of work backgrounds that assist the staff with exhibits.” This involves anything from unloading and reloading traveling exhibits; assembly of the exhibit in a gallery; setting up artificial Christmas trees for the Christmas season exhibit; moving and setting up portable walls for an exhibit, and more. Many of his favorite memories of the museum involve setting up the Prange’s windows during the holiday season because it allows visitors to relax and remember their personal experiences before the time of mobile communication devices.

Dick continues to volunteer at the museum because “the Neville provides the community with an opportunity to reconnect and learn about the richness of this area’s history - past and present - and explore science related exhibits that would require a distance to travel to learn about the subject if it wasn’t at the Neville. Also, the artistic talent of the area can be explored by attending the various annual art exhibits.”

When Dick isn’t lending a hand at the Neville he can be found ushering at church, volunteering at St Vincent DePaul, the Green Bay Wildlife Sanctuary, and Agricultural Heritage Resources in Kewaunee County. Dick is also an avid traveler.

Thank you for your continued dedication to the Neville!



# Board Member Spotlight



Terri Trantow is the Chair of the Neville Public Museum Foundation Board. Terri joined the board three years ago because she wanted to be a part of the Neville coming back to life and make it a destination for more people in our community. "It's one of the best kept secrets in the greater Green Bay area where our local history comes alive. It is a place where people gather to experience both history and current happenings. It is a place that helps to educate our children and adults. It is a place that bridges communities and connects generations." Terri says.

Terri serves as the US Bank Green Bay Market President and Private Client Group Managing Director. She is the proud owner of a nine month old golden doodle and loves to golf and travel.

Terri was also the recipient of the 2015 ATHENA Award which honors exceptional individuals who demonstrate excellence in their profession, and have generously assisted in the advancement of women, and devoted time and energy to their community.

We're proud to have Terri as our Chair and are looking forward to a great 2016!

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## Staff Directory and Contact Information

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**Kevin Cullen**, *Deputy Director*, (920) 448-7849  
Cullen\_KM@co.brown.wi.us

**Jessica Day**, *Guest Services Coordinator*, (920) 448-7872  
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**Maggie Dernehl**, *Exhibit Technician*, (920) 448-7854  
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**Beth Lemke**, *Executive Director*, (920) 448-7848  
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**James Peth**, *Research Technician*, (920) 448-7851  
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**Louise Pfothhauer**, *Collections Manager*, (920) 448-7845  
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**Dennis Rosloniec**, *Media Technician*, (920) 448-7852  
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**Ryan Swadley**, *Education Specialist*, (920) 448-7840  
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**Lisa Zimmerman**, *Curator*, (920) 448-7846  
Zimmerman\_LM@co.brown.wi.us

### Neville Public Museum Foundation

**Kasha Huntowski**, *Foundation Executive Director*,  
(920) 448-7850, Huntowski\_KJ@co.brown.wi.us

**Kathy Rosera**, *Foundation Office Manager*, (920) 448-7847,  
Rosera\_KH@co.brown.wi.us

**Rachel Ott**, *Foundation Communications Coordinator*,  
(920) 448-7874, Patterson\_RL@co.brown.wi.us

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## Neville Public Museum Foundation Board

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Terri Trantow, **Chair**

Alex Renard, **Vice Chair**

Brendan Bruss, **Treasurer**

Frank Kowalkowski, **Secretary**

Diane Ford, **Past Chair**

Kramer Rock, **Chair Emeritus**

Todd Bartels, Board Member

Amanda Brooker, Board Member

Dr. Richard Horak, Board Member

Matt Mueller, Board Member

Rebecca Pruess, Board Member

Kathleen Ratteree, Board Member

Kim Schanock, Board Member

Community Members: Michael D'Souza, Cathy Harden, Pamela Schott, Jeff Uhlenbrauck, Cindy Williquette

### Find Us Online!

Explore our exhibits and programs  
at [www.NevillePublicMuseum.org](http://www.NevillePublicMuseum.org)

### Follow us on social media!

Facebook: Neville Public Museum

Twitter: @NevilleMuseum

Instagram: @nevillepublicmuseum



Neville Public Museum Foundation

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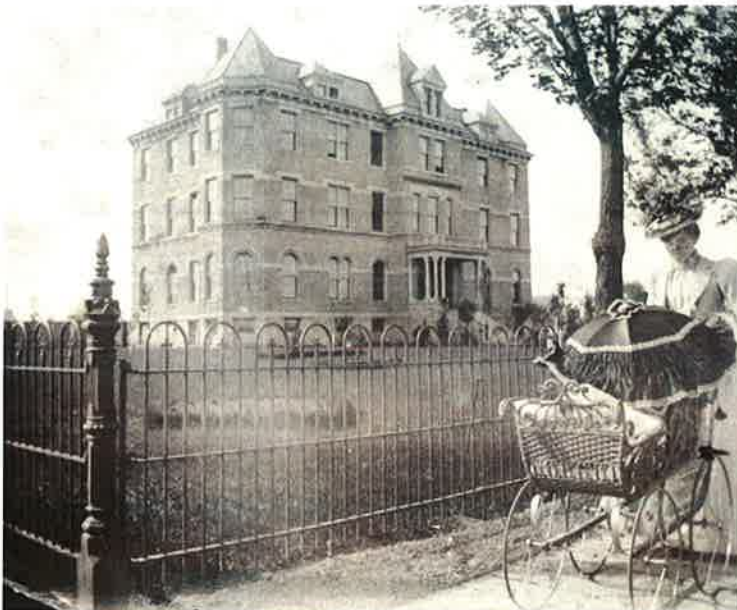
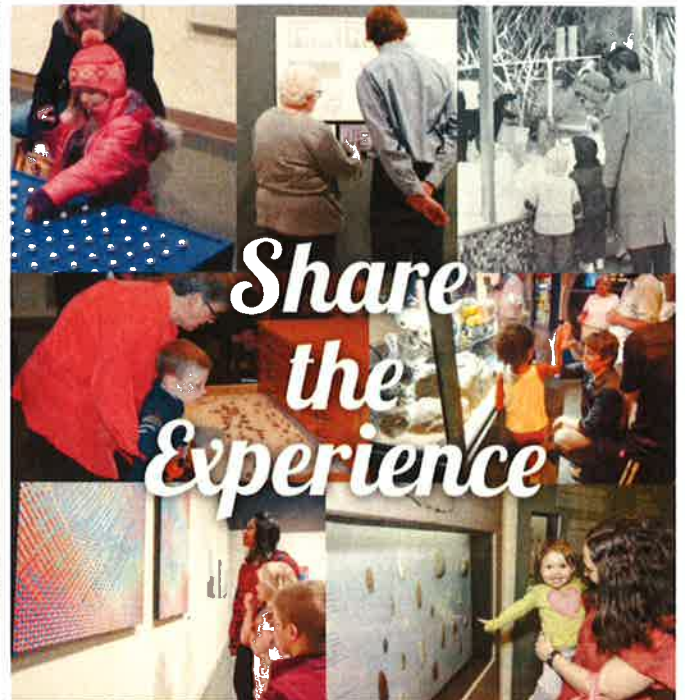


Photo #2682

Mrs. Jules Van Derel strolls by St. Vincent Hospital with her child, ca. 1898. In 1888, four nuns from the Hospital Sisters of the Third Order of St. Francis established St. Vincent Hospital in Green Bay. The original structure was built on the corner of Webster and Porlier Streets.



Support Your Neville Public  
Museum Foundation Today!

5

# Ed & Rec

Ken Wachter <Ken.Wachter@pmiwi.com>

Wed 4/6/2016 2:51 PM

To: VanDyck, John R. <VanDyck\_JR@co.brown.wi.us>; ewhoyer@hotmail.com <ewhoyer@hotmail.com>;

I apologize for not being prepared for tonights meeting but I just found out about it this morning. We have been working on attendance and revenue history for the complex due to the upcoming AECOM study but it isn't finalized at this time.

We will have information ready for you at your May Ed & Rec meeting. I will tell you that attendance in all three buildings has been excellent over the past seven months. All of our major trade shows ( Home & Garden, Boat, RV and Pet Expo) all saw major improvements in attendance. This past weekend we had a car show in Brown County Arena and Shopko Hall that doubled their attendance from last year.

Thanks again for your consideration and if you have any questions don't hesitate to call.

Ken Wachter  
President-PMI  
1901 S. Oneida St.  
Green Bay, WI. 54304  
(920) 405-1239

# Gift Shop, Mayan and Admissions Revenue Monthly Revenue March 2016

Day	Date	Gift Shop	Concessions	Zoo Admissions	Admissions	Vending	Zoo Pass	Education	Donation	Cons. Fund	Special Event	Attend.	Temp	Weather
tues	1	357.60	135.26	-	-	15.99	-	156.00	-	27.97	-	0	25	3
wed	2	21.39	23.59	34.00	-	25.00	65.00	20.00	-	0.17	-	11	32	1
th	3	85.32	8.46	26.00	-	2.00	-	-	-	-	-	5	31	1
fri	4	162.62	28.31	267.50	-	71.00	355.00	-	-	2.38	-	66	32	2
sat	5	307.88	127.79	472.00	-	90.00	-	21.00	-	5.52	-	103	28	2
sun	6	645.11	243.81	1,204.00	-	195.49	445.00	65.00	-	4.21	-	381	39	2
mon	7	101.75	130.96	1,118.00	-	143.53	1,250.00	200.00	-	0.25	-	304	45	1
tues	8	246.79	338.49	691.00	-	190.99	440.00	239.00	-	4.46	300.00	241	51	2
wed	9	437.05	231.30	431.00	-	165.26	665.00	135.00	-	0.75	-	205	48	2
th	10	142.92	75.97	275.00	-	104.02	280.00	104.00	-	0.04	-	77	37	2
fri	11	523.11	359.88	875.00	-	221.00	645.00	-	-	3.85	300.00	336	45	2
sat	12	1,823.63	2,175.37	6,383.50	-	1,003.77	1,530.00	-	-	15.40	24.00	1800	74	1
sun	13	177.29	251.59	918.00	-	100.02	200.00	-	-	-	-	252	42	2
mon	14	130.18	130.34	240.00	-	42.01	690.00	-	-	-	-	59	41	2
tues	15	156.97	100.62	241.00	-	45.99	255.00	-	-	2.75	32.00	64	38	2
wed	16	-	17.01	14.00	-	5.00	250.00	170.00	-	-	-	3	37	3
th	17	-	30.27	111.00	-	19.99	-	169.00	-	-	-	20	37	3
fri	18	110.08	69.18	107.00	-	17.99	260.00	125.00	-	0.76	-	33	34	2
sat	19	304.69	159.78	1,161.00	-	155.06	125.00	20.00	-	-	48.00	267	36	2
sun	20	344.52	268.08	1,632.00	-	193.55	350.00	105.00	-	1.38	24.00	394	39	1
mon	21	232.39	271.20	817.00	-	208.10	910.00	52.00	-	4.45	332.00	254	42	1
tues	22	572.10	384.96	1,073.00	-	301.05	1,280.00	26.00	-	9.70	24.00	314	49	1
wed	23	52.59	23.51	113.00	-	8.99	-	454.00	-	1.10	-	25	34	2
th	24	1.83	6.51	19.00	-	3.00	-	-	-	-	-	3	30	3
fri	25	111.47	50.00	375.00	-	37.00	65.00	-	-	-	40.00	94	40	1
sat	26	1,782.33	1,961.14	927.00	-	366.85	1,090.00	-	-	28.51	11,460.00	1783	45	1
sun	27	195.99	107.87	503.00	-	41.98	315.00	-	-	1.26	-	93	44	2
mon	28	835.46	873.89	2,259.00	-	599.10	2,080.00	268.00	-	3.02	-	661	45	1
tues	29	1,158.21	1,113.31	3,902.50	-	698.94	1,820.00	302.00	-	18.20	-	1185	45	1
wed	30	213.81	117.92	424.00	-	66.99	195.00	26.00	-	4.62	-	91	46	3
th	31	136.46	53.90	194.00	-	63.00	485.00	-	-	2.00	-	38	37	3
<b>Total</b>		<b>\$11,371.54</b>	<b>\$ 9,870.27</b>	<b>\$ 26,807.50</b>	<b>\$ -</b>	<b>\$ 5,202.66</b>	<b>\$16,045.00</b>	<b>\$ 2,657.00</b>	<b>\$ -</b>	<b>\$ 142.75</b>	<b>\$12,584.00</b>	<b>9,162</b>	<b>40</b>	

Weather Key: 1 = Sunny 2 = Overcast 3 = Rain 3 = Rain 4 = Snow

Vending Consists: Stroller, Animal Feed, Graffiti, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Telescope

## NEW Zoo Operations Report: March 2016

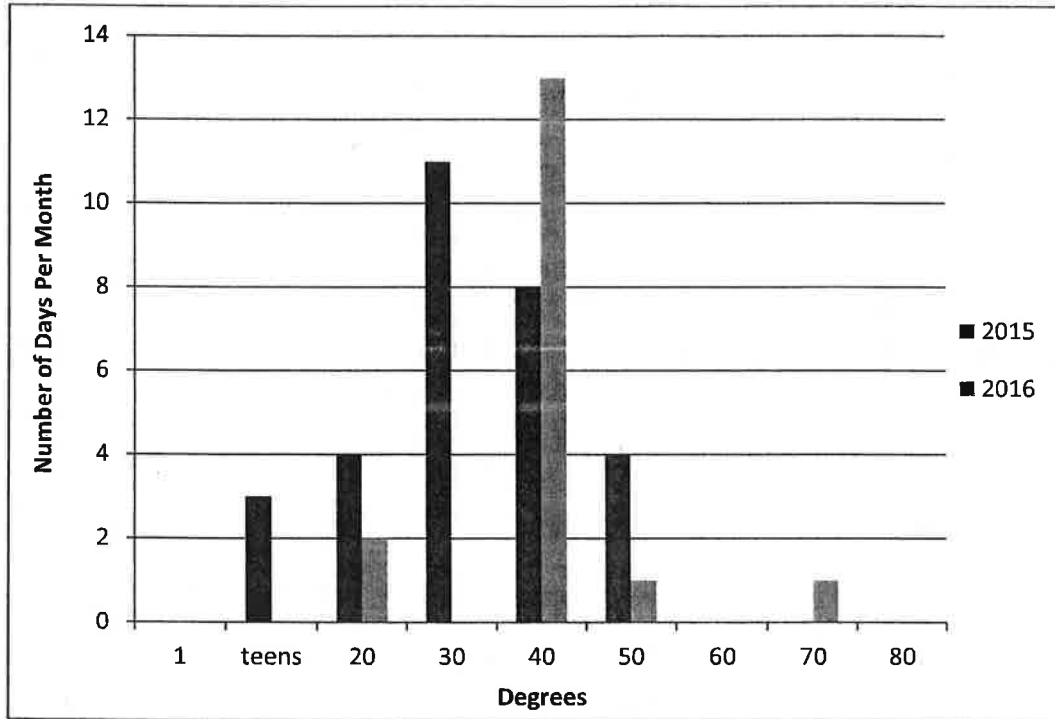
### **Noteworthy:**

**Average Temperature** recorded at the zoo in {March 2016} = 40 °F

0 in the teens, 2 in the 20's, 14 in the 30's, and 13 in the 40's, 1 50's and 1 70's

**Average Temperature** recorded at the zoo in {March 2015} = °35F

3 in the teens, 4 in the 20's, 11 in the 30's, 8 in the 40's and 4 in the 50's



Lowest temperature for period in {March 2016}: -25 °F Highest Temp: 74°F

Lowest temperature for period in {March 2015}: 5 °F Highest Temp: 59°F

### **March 2016**

- 9,162 people visited the Zoo this March compared to 8,300 visitors last March. (3,038 more visitors this YTD than last.)
- Zoo admission dollars were slightly less than last March \$26,807 compared to \$27,856 last March. (-\$1,049)
- Zoo pass sales for March 2016 were in excess of \$16,000, +\$355 more than last March. (\$2,977 more this YTD than last.)
- Mayan sales were \$9,870, +\$1,580 more than last March. (\$3,549 more YTD than last.)
- Gift Shop sales were \$11,371 this March, + \$2,600 more than last March. (\$5,989 more than last YTD.)
- Mayan per caps March: \$1.08 compared to \$.99 in March 2015.
- Gift Shop per caps March: \$1.24 compared to \$1.06 in March 2015.



**NEW ZOO  
GIFT SHOP, MAYAN  
ZOO PASS REVENUE**

**2016 REPORT  
2014, 2015 2016**

					2014	2015	2016
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2014	2015	2016	(-)/(+)			
January	\$ 557.40	\$ 1,149.47	\$ 1,857.44	\$ 707.97	\$1.26	0.8714708	1.5943691
February	\$ 669.96	\$ 1,157.14	\$ 3,838.13	\$ 2,680.99	\$1.25	2.0516667	1.32623704
March	\$ 4,715.11	\$ 8,770.88	\$ 11,371.54	\$ 2,600.66	\$0.96	<b>1.0567325</b>	1.2411635
April	\$ 10,948.35	\$ 26,629.51			\$0.82	1.2503291	
May	\$ 37,175.92	\$ 48,037.15			\$0.92	1.4580571	
June	\$ 44,177.86	\$ 49,886.85			\$1.01	1.2315308	
July	\$ 50,198.70	\$ 51,691.83			\$1.03	1.308919	
August	\$ 45,949.76	\$ 55,120.22			\$0.99	1.3259615	
September	\$ 11,962.04	\$ 17,149.37			\$0.73	93%	
October	\$ 8,872.02	\$ 8,191.75			\$0.38	0.3378877	
November	\$ 1,398.38	1724			\$0.92	0.5344265	
December	\$ 2,611.88	\$ 1,061.37			\$1.47	0.6247028	
<b>TOTAL</b>	<b>\$ 219,237.38</b>	<b>\$ 270,569.60</b>	<b>\$ 17,067.11</b>	<b>\$ 5,989.62</b>	<b>\$ 0.91</b>	<b>\$1.12</b>	<b>1.29090916</b>

					2014	2015	2016
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2014	2015	2016	(-)/(+)			
January	\$ 698.79	\$ 1,329.18	\$ 1,366.12	\$ 36.94	\$1.58	1.007718	1.17263519
February	\$ 934.03	\$ 800.69	\$ 2,733.39	\$ 1,932.70	\$1.74	1.4196631	0.94450242
March	\$ 5,601.97	\$ 8,290.85	\$ 9,870.27	\$ 1,579.42	\$1.14	0.9988976	1.07730517
April	\$ 12,402.26	\$ 28,478.23			\$0.92	1.3371317	
May	\$ 47,658.53	\$ 42,452.78			\$1.18	1.2885564	
June	\$ 55,471.02	\$ 54,604.30			\$1.26	1.3479881	
July	\$ 65,770.40	\$ 58,923.33			\$1.50	1.4920321	
August	\$ 56,141.00	\$ 54,586.88			\$1.21	1.3131316	
September	\$ 21,067.21	\$ 23,541.45			\$1.28	1.2759593	
October	\$ 20,106.38	\$ 16,667.26			\$0.86	0.6874798	
November	\$ 1,510.15	\$ 3,041.49			\$0.99	0.9428053	
December	\$ 2,054.59	\$ 1,480.94			\$1.16	0.8716539	
<b>TOTAL</b>	<b>\$ 289,416.33</b>	<b>\$ 294,197.38</b>	<b>\$ 13,969.78</b>	<b>\$ 3,549.06</b>	<b>\$1.22</b>	<b>1.2593203</b>	<b>1.05663566</b>

<b>ZOO PASS</b>					
MONTH	2014	2015	2016	(-)/(+)	
January	\$ 881.00	\$ 1,988.00	\$ 2,890.00	\$ 902.00	
February	\$ 2,302.00	\$ 2,320.00	\$ 3,640.00	\$ 1,320.00	
March	\$ 12,801.00	\$ 15,290.00	\$ 16,045.00	\$ 755.00	
April	\$ 21,763.00	\$ 30,070.00			
May	\$ 33,474.00	\$ 25,259.00			
June	\$ 26,236.00	\$ 26,080.00			
July	\$ 15,973.00	\$ 15,858.00			
August	\$ 11,142.00	\$ 9,851.00			
September	\$ 5,512.00	\$ 5,228.00			
October	\$ 3,007.00	\$ 3,630.00			
November	\$ 1,985.00	\$ 5,730.00			
December	\$ 16,351.00	\$ 14,950.00			
<b>TOTAL</b>	<b>\$ 151,427.00</b>	<b>\$ 156,254.00</b>	<b>\$ 22,575.00</b>	<b>\$ 2,977.00</b>	



DEPARTMENT OF ADMINISTRATION

Brown County

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DIRECTOR

April 6, 2016

TO: Mike Aubinger, Chairman, Brown County Library Board  
John Van Dyck, Chairman, Brown County Education & Recreation Committee

FROM: Chad Weininger, Director of Administration

SUBJECT: 2012A Bonds/425 Fund Balance, Use Requirement & Deadline

On March 21, 2012 the County Board authorized bonding for \$1,530,000 (\$1,505,832.97 actual) for "Paying the cost of renovations to the central library" along with \$6,192,000.00 for various highway project costs and \$1,645,000 for the acquisition of interoperable two-way radios for the emergency response system.

According to bond counsel and federal tax law, there is a reasonable expectation that 85% of the total bonding proceeds should be expended within 3 years (2015), and all funds are required to be expended within 5 years (2017). If funds are not fully expended, the remaining balance will be applied to debt service. In order to meet these deadlines, all funds must be encumbered by July 1, 2016 and expended June 1, 2017.

As of March 11, 2016 the 425 Central Library Renovation Fund cash balance was \$964,209.85, including a \$7,862.50 charge for the Central Library Auditorium project. The additional charge was a portion of the \$348,622 encumbered for the Central Library parking lot and auditorium renovations. The actual amount of funds available in the 425 Fund is \$623,450.35 (Cash Balance - Encumbered).

The authorizing purpose of the bonds may not be changed by the governing body, and the bonded funds can only be used for renovating the central library or be used to pay debt service.

Attached is the 2012 Brown County Central Library Maintenance Assessment report that outlines maintenance projects. In addition, attached is the Cash Summary Report outlining maintenance expenditures from 2012 to present.

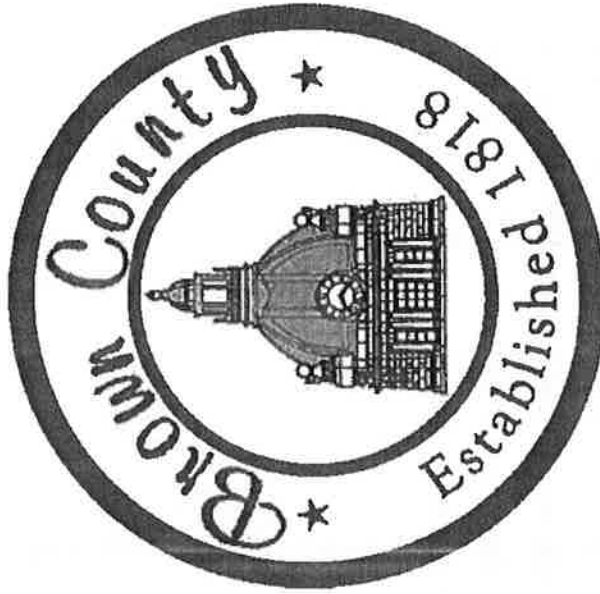
DOA Summary: \$623,450.35 is available in the 425 Central Library Fund  
2012A Bonds must be used for Central Library Renovation  
If not encumbered by July 1, 2016 they will lapse to debt service.



	2012A Bonds	2009A Bonds	Transferred + GF Transfer- \$20 Donation SW Library	Total
Raasch				
Debt Issue Costs	1,523,911.25	28,569.00	359,020.00	1,911,500.25
Debt Issue Costs	(7,324.93)			(7,324.93)
Debt Issue Costs	(12,466.77)			(12,466.77)
Library Main Disconnect	(53.08)			(53.08)
2012 Interest Income		(600.00)		(600.00)
12/31/2012 Cash Balance	1,796.50	28.04	-	1,824.54
12/31/2012 Cash Balance	1,505,832.97	27,997.04	359,020.00	1,892,850.01
Raasch				
Arc Flash Study			(2,271.50)	(2,271.50)
Arc Flash Study			(3,052.00)	(3,052.00)
Arc Flash Study			(2,008.75)	(2,008.75)
Central Library Condenser Replacement		(2,431.50)		(2,431.50)
Library Main Disconnect		(2,000.00)		(2,000.00)
Elevator		(4,948.00)		(4,948.00)
Elevator		(2,400.00)		(2,400.00)
Elevator		(52.03)		(52.03)
Gannett Elevator Public Notice		(121.29)		(121.29)
Gannett Elevator Public Notice		(47.29)		(47.29)
Remove Condenser & Coil		(6,189.94)	(16,025.06)	(22,215.00)
Removal & Replacement of Main Disconnect & Removal of Switchgear at Central Library				
Elevator Card Access Wire-P Card		(45,769.91)		(45,769.91)
		(125.00)		(125.00)
Slogler Martin Security Systems				
Elevator Card Access Equipment P card		(1,278.22)	674.42	(1,278.22)
2013 Interest Income	3,244.23	28.13		3,946.78
12/31/2013 Cash Balance	1,455,714.13	(0.00)	352,362.17	1,808,076.30
Raasch				
Arc Flash Study			(1,413.75)	(1,413.75)
Interior Emergency Lighting-Design & Engineering		(4,300.00)		(4,300.00)
Emergency Lighting-Design & Engineering		(4,400.00)		(4,400.00)
Exterior Lighting Upgrades-Design & Engineering		(3,900.00)		(3,900.00)
Exterior Lighting Upgrades-Design & Engineering		(3,885.00)		(3,885.00)
Library Life Safety Transfer Switch		(4,192.50)		(4,192.50)
Cooling Tower		(13,600.00)		(13,600.00)
Rooftop HVAC layout		(1,792.50)		(1,792.50)
Elevator Modernization		(256,684.00)		(256,684.00)
Legal Notice		(117.73)		(117.73)
Gannett WI Media		(47,700.00)		(47,700.00)
Johnson & Jonel Cooling Tower Replacement		(45,675.00)		(45,675.00)
Johnson & Jonel Cooling Tower Replacement		(28,764.00)		(28,764.00)
Asbestos removal from tower		(1,581.00)		(1,581.00)
Power & Lighting upgrades		(20,045.00)		(20,045.00)
Cooling Tower Replacement-RETAINAGE		(13,571.00)		(13,571.00)
Power & Lighting upgrades		(23,595.15)		(23,595.15)
Prelim Design Library Garage Makeup Air Transfer to MHC Demo For Cooling Tower			(1,500.00)	(1,500.00)
Est Design & Construction SW Library			(40,000.00)	(40,000.00)
2014 Interest Income	2,001.60		(2,300.00)	2,001.60
12/31/2014 Cash Balance	983,512.85	(0.00)	306,748.42	1,290,261.27
Mantell				
Remove & Replace Sidewalk Concrete Sections		(3,600.00)		(3,600.00)

Central Library Renovation Fund - 425  
Cash Summary  
3/11/2016

	Levy				Total
	2012A Bonds (990.00)	2009A Bonds (0.00)	Transferred + \$20 Donation	GF Transfer- SW Library	
<b>Boldt</b>					(990.00)
Ben Schenkelberg Architect	Additional Electrical Services				
Ben Schenkelberg Architect	Prelim Work Structure & Design SW Library Expansion		(1,500.00)		(1,500.00)
Ben Schenkelberg Architect	Prelim Work Structure & Design SW Library Expansion		(3,000.00)		(3,000.00)
Ben Schenkelberg Architect	Library Expansion Drawings		(1,265.00)		(1,265.00)
High Tech Electrical Service--Granite	Power & Lighting upgrades-RETAINAGE	(1,055.00)			(1,055.00)
High Tech Electrical Service--Granite	Power & Lighting upgrades-RETAINAGE	(331.85)			(331.85)
Granite RE Inc	Balance of work to complete Lighting proje	(9,457.00)			(9,457.00)
BC Transfer	Transfer from General Fund: BA 15-56		248,537.00		248,537.00
City of Green Bay	Site Plan Review		(60.00)		(60.00)
City of Green Bay	Building Permit		(350.00)		(350.00)
City of Green Bay	Conditional Use Permit		(300.00)		(300.00)
	2015 Interest Income as of 8/31/15	1,937.32			1,937.32
	9/30/15 Cash Balance-Before Interest	970,416.32	(0.00)	300,983.42	1,271,400.74
	Interest Income-Sept 2015	263.76			263.76
	9/30/15 Cash Balance	970,680.08	(0.00)	300,983.42	1,271,663.50
<b>City of Green Bay</b>					
	Project Permit Application			(515.69)	(515.69)
	Interest Income-Oct 2015	271.26			271.26
	10/31/15 Cash Balance	970,951.34	(0.00)	300,983.42	1,271,934.76
	Interest Income-Nov 2015	294.36			294.36
	11/30/15 Cash Balance	971,245.70	(0.00)	300,983.42	1,272,229.12
<b>Silvercrest Construction L</b>					
	SW Building Addition			(43,700.00)	(43,700.00)
	Transfer back to Library Operations				
	Reallocate balance for rounding		(300,983.00)		(300,983.00)
	Interest Income-Dec 2015	273.37		0.42	273.79
	12/31/15 Cash Balance	971,519.07	(0.00)	203,611.53	1,175,130.60
<b>Silvercrest Construction L</b>					
	SW Building Addition			(50,350.00)	(50,350.00)
	Interest Income-January 2016	285.25			285.25
	1/31/16 Cash Balance	971,804.32	(0.00)	153,261.53	1,125,065.85
<b>Boldt</b>					
All Star Culling & Coning	Central Library Auditorium Project	(7,862.50)			(7,862.50)
Silvercrest Construction L	SW Building Addition		(562.50)		(562.50)
	SW Building Addition		(47,500.00)		(47,500.00)
	Interest Income-February 2016	268.03			268.03
	2/29/16 Cash Balance	964,209.85	(0.00)	105,199.03	1,069,408.88
<b>Embury LTD (P card)</b>					
	SW Building Addition			(14,134.66)	(14,134.66)
	Interest Income-March 2016				
	3/11/16 Cash Balance	964,209.85	(0.00)	91,064.37	1,055,274.22
<b>Total Authorized 2015 Resolution 11h 10/21/15</b>					
		(348,622.00)			
Portion of \$348,622 Already Paid		7,862.50			
		623,450.35			



**BROWN COUNTY CENTRAL LIBRARY**  
***MAINTENANCE ASSESSMENT***

*July 2012*

Brown County Public Works  
Facility Management  
Green Bay, Wisconsin

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## DEFINITIONS

**Deferred Maintenance** is defined as postponing or mismanaging maintenance activities such as repairs in order to save costs, meet budget funding levels, or improper maintenance protocol. The failure to perform needed repairs could lead to asset deterioration and ultimately asset impairment. Generally, a policy of continued deferred maintenance may result in higher costs, asset failure, and in some cases, health and safety implications.

**Planned Maintenance** is defined as the proactive repair or replacement of a building system or component prior to, or at, the end of its projected useful service life.

**Capital Improvement** is defined as any building system, or component, addition or enhancement which will add to the value or useful life of the physical asset. Usually Capital Improvements require justification to support the expenditure such as ROI analysis.



## EXECUTIVE SUMMARY

The Brown County Public Works Facility Management (FM) condition report (Project) was limited to the following:

- Maintenance issues that are only for the existing Central Library site and facility “as is”. No system repairs, upgrades and modernizations are due to program-driven remodeling or comprehensive renovation.
- Estimated costs are not detailed price quotes from construction contractors. These estimates are conclusions reached based on the reviews and interviews referenced herein below.
- Maintenance related repairs, upgrades and modernizations do not address program issues or space needs necessary to meet the program-driven needs of current and future Central Library users.

In addition, this Project for the Brown County Central Library took into consideration data collected from the following sources:

- FM working knowledge and facility tour of the Central Library
- Informational interviews with the Brown County Library Director and key Central Library facility maintenance staff
- Review of the 2009 Boldt Brown County Central Library Facility Assessment
- Review of the September 2009 General Energy Corporation Brown County Library System Energy Audit Report

A number of various values ranging from \$8,000,000 to \$12,500,000 (Values) have been used in County presentations to describe what has been characterized as deferred maintenance for the County Central Library. After drilling into the various Values that were used, and based on the aforementioned Definitions, the Public Works Department’s conclusion is that High Priority Safety Concerns and Deferred Maintenance issues for the Project amounts to approximately \$801,000. Adding certain Planned Maintenance issues, the total maintenance needs for the Project for the next 5 years are estimated at approximately \$1,879,200.

An amount of \$375,000, which is a portion of the above-listed estimated maintenance issues of \$1,879,200, has been funded in the 2012 budget, leaving an unfunded balance of approximately \$1,504,200.

The differences between the above-mentioned Values which were often used in County presentations and the approximately \$1,879,200 identified by the Public Works Department are those capital improvement items identified and defined herein and, as a result of program driven needs, the additional work required to replace or modify entire building systems, components, or structures.

A wide range of maintenance-driven issues exist within the Brown County Central Library. For purposes of this presentation, these issues are broken into 4 categories, High Priority Safety Concerns (Exhibit A), Deferred Maintenance (Exhibit B), Planned Maintenance (Exhibit C), and Capital Improvements (Exhibit D).

### Executive Summary: (Continued)

The building was well designed and constructed 40 years ago. Certain of the building systems and system components have not been properly maintained or are now obsolete. The following highlight the conclusions in regard to the overall condition of the Library as of this writing:

- The existing Central Library building is structurally sound and the foundation, superstructure (building above grade) and the structural system are in good overall condition.
- The existing roof system is only five years old and in good condition with a remaining projected useful life of approximately 15 years.
- The Central Library has numerous maintenance-driven issues that focus primarily on the exterior building envelope; mechanical, electrical and plumbing (MEP) systems; and interior finishes and furniture. The need to repair, upgrade and/or modernize these building systems is expected due to age, usage and condition.
- There are seven (7) safety concerns which should be completed within a relatively short timeframe of approximately 12 months or less.
- There are two (2) deferred maintenance issues which should be completed within a short timeframe due to the inability to secure replacement parts and due to ADA regulations. We recommend a 24 month timeframe.
- There are seventeen (17) planned maintenance issues which should be completed over a recommended 5-year timeframe.
- There are thirteen (13) capital improvement items which should be completed if these expenditures can be justified by looking into ROI or similar project evaluation techniques.

*The following table sets forth the priorities and corresponding estimated amounts to cure:*

Category	Estimated Maintenance Cost (By Priority)	Estimated Cost (By Category)
Safety Concerns (complete w/in 12 months)	\$153,000	\$153,000
High Priority (complete w/in 24 months)	\$648,000	\$648,000
Planned Maintenance (complete w/in 5 years)	\$1,078,200	\$1,078,200
Capital Improvements		\$1,679,000
<b>TOTAL</b>	<b>\$1,879,200</b>	<b>\$3,558,200</b>

For a more detailed explanation, please refer to the attached Exhibits (A through D).

### Exhibit A: High Priority Safety Concerns - Complete within 12 Months:

<i>Item</i>	<i>Description</i>	<i>Estimated Cost</i>	<i>Comments</i>
1.	Main Disconnect Switch on Main Service Replacement	\$50,000	<p>Main circuit breaker on the switchgear should be replaced. This is a safety concern as it does not reset and will not protect against fault.</p> <p>The main power disconnect for the building located on the incoming service switchboard in the basement needs to be replaced. Due to age of this device it is no longer readily available from the original manufacturer (Square D). The replacement of this disconnect switch is important for several reasons:</p> <ol style="list-style-type: none"> <li>1) Circuit breaker may not operate properly when a fault occurs (may not open if experiencing a fault)</li> <li>2) May not reset (close) after opening.</li> <li>3) May not protect against an external fault which may be as high as 10,000 available interrupting current (AIC)</li> </ol>
2.	Interior Emergency Lighting Upgrade	\$12,000	<p>Install additional emergency lighting throughout the facility. This is a safety concern. Bring emergency lighting up to minimum code requirements. Interior emergency lighting does not meet code minimums of an average of 1 foot candle (fc) along all paths of egress.</p> <p>Additional emergency lights should be located throughout the facility to provide the code mandated emergency lighting required to safely get library patrons and personnel safely out of the building. Key areas would be each of the office and workroom areas as well as the Children's, Popular Library, Reference and second floor book areas.</p>
3.	Exterior Emergency Lighting Installation	\$12,000	<p>There are no exterior emergency light fixtures at building exits. This is a safety concern. Provide emergency lighting at each of the building exits on the exterior of the building.</p> <p>In today's code, a minimum of two lamped emergency fixtures are required at each required emergency exit for a building.</p>
4.	Stairwell Exit Lighting Upgrade	\$6,000	<p>Add exit lighting in stairwells at exits to grade. This is a mandatory requirement that should be provided immediately. Exit lighting in stairwells is not adequate.</p> <p>In general, exit lighting in the stairwells is found on the floor exiting to grade. What has been provided in some instances is a luminescent sticker located on the exit door. A requirement of an exit sign is that it produces 5 foot candles of illumination from its face. These luminescent signs do not provide this. Exit lighting if on other floors that do not exit to grade should clearly identify the path of egress.</p>

**Exhibit A: High Priority Safety Concerns - Complete within 12 Months: (Continued)**

<b>Item</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Comments</b>
5.	Circuit Breakers Testing	\$18,000	Each breaker should be tested to confirm they will trip due to an overload or fault. This should be done every five years.  These breakers have not been through a preventative maintenance program (cleaning of panel board interior, checking breakers). Circuit breakers should be tested and cleaned periodically to insure proper operation.
6.	Arc Flash Study	\$26,000	Provide an arc fault study on all major pieces of electrical equipment. Provide documentation on each piece of equipment stating Incident Energy, Clear Zone when working on equipment and appropriate personal protection equipment (PPE).  Flash protection ratings are not identified on panels. This was an addition to the National Electric Code (NEC) in 1999 and is now being enforced by local authorities having jurisdiction.  An Arc Flash Study, involving all branch panels including the main service switchboard, should be completed such that Arc Flash Hazard identification may be placed on each piece of electrical equipment. This identification will help any qualified or maintenance personnel review the potential hazards prior to working on these pieces of electrical equipment. These pieces of identification provide assistance in determining severity of potential exposure, planning safe work practices, and selecting personal protective equipment.
7.	Uneven Concrete Slabs Replacement	\$29,000	Existing concrete flat work in the outdoor plaza and walkways have heaved. Heaved concrete sections create uneven walking and accessible pathways and present a tripping hazard.  The permanent solution is to replace the areas of uneven concrete walkway sections with 2 inches of rigid insulation underneath to prevent future heaving.
<b>TOTAL</b>		<b>\$153,000</b>	

**Exhibit B: Deferred Maintenance - Complete in 12 to 24 Months:**

<b>Item</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Comments</b>
1.	Passenger Elevators Replacement	\$365k to \$406k (These costs do not include possible elevator shaft reconfigurations)	<p>The two existing passenger elevators and elevator equipment need to be replaced due to age and condition. This system is beyond the end of its projected service life.</p> <p>Additionally, the elevators cabs and interior controls are not ADA compliant. The elevator system equipment is obsolete and replacement parts are no longer available for maintaining this system. These elevators are not reliable and may stop working prior to letting passengers off at the predetermined floor stop. The elevator controllers are remotely located in the basement which can be accessed through the periodical storage location.</p> <p>The doors on each of the elevator controllers are currently left open to allow for air circulation to prevent equipment from overheating. However, heat in this room builds up and may be contributing to the stoppage problems for the elevators.</p>
2.	Freight Elevator Replacement	\$188k to \$242k (2,500# to 3,500# capacity)	Similar to the passenger elevators, the existing freight elevator and elevator equipment are original. Due to age, condition, and lack of available replacement parts for repairs and maintenance this elevator system should be replaced on a priority basis.
<b>TOTAL</b>		<b>\$553,000 to \$648,000</b>	



### Exhibit C: Planned Maintenance - Complete within 5 Years:

Item	Description	Estimated Cost	Comments
1.	Rooftop Disconnect Switch Replacement	\$1,200	The disconnect switch on the exterior rooftop unit is rusted badly. The 30A disconnect switch on the rooftop condensing unit should be replaced.
2.	3rd Floor Condensing Unit Replacement	\$14,000	The unit is nearing, or at, the end of its projected life expectancy as identified by ASHRAE standards. At some point in time, failure may occur. This unit should be replaced proactively in the near future.
3.	Book Drop Modifications	\$6k to \$12k	The existing book drop has water leaking issues, as well as a security breach. Consideration should be given to address weather-proofing problems and addressing potential security issues.
4.	Data/Communications IDF Relocation	\$9,000	Relocate the data system Intermediate Distribution Frame (IDF) from its existing location on the second floor to a secure location. The IDF currently located on the second floor, just out of the main circulation, is located in an area that is not secure. This equipment provides connection to the Library's computers and telephones. The IDF should be relocated to a room that is locked and is not open to the public. If relocation is not possible, then a secure and ventilated enclosure should be constructed around the existing equipment.
5.	Duct and Coil Cleaning	\$81k to \$116k	<p>The original building duct systems were well constructed. However, there are a couple of locations (return duct next to AC#7 and 64 x 20 supply duct above room 244A) where ductwork has been damaged and requires additional stiffeners. Duct liner installed in the mechanical rooms is dirty and delaminating. There is no duct insulation outside of the mechanical rooms.</p> <p>Cleaning of HVAC duct systems and coils will dramatically improve overall efficiency. Years of dust and debris that have accumulated on existing coils needs to be removed.</p> <p>All duct systems (supply, return, exhaust, intake and relief) should be cleaned. All grilles, registers, and diffusers should be removed and cleaned. Mechanical room ducts that are currently lined should be relined or externally insulated.</p> <p>All ducts should be sealed to SMACNA's 2" pressure classification, as a minimum. Main trunk and branch supply ducts outside of the mechanical rooms are un-insulated. These un-insulated duct runs create condensation that drips down onto ceiling tile throughout the Library.</p> <p>Insulating these ducts to reduce heat gain and eliminate the possibility of condensation is highly recommended. The steps outlined above will involve a significant investment as it will involve removal and replacement of many suspended ceiling assemblies.</p> <p>New lay-in type ceilings for the proper servicing of mechanical components is highly recommended. New lay-in ceilings will require new ceiling diffusers. The benefits will be a significant improvement in indoor air quality and comfort.</p>
6.	Retro-Commissioning	\$58,000	Retro-commissioning of the existing HVAC system to original specifications is highly recommended.

# Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments (Continued from Previous Page)
			<p>After completion of the duct and coil cleaning and rework described in Item #5, the HVAC systems should be balanced to design air quantities and retro-commissioned to original and/or new specifications. It should be expected that operation in accordance with the original design would increase current operating costs. The current system displays excessive air velocity and noise due to fan speed settings. This causes too much air movement and noise in numerous Library work spaces. The rebalancing and retro-commissioning process should address these issues.</p> <p>The existing duct insulation in the mechanical room duct work is crumbling and clogging air handling baffles. The periodic removal of this hardened surface debris requires intensive time and effort by in-house maintenance staff.</p> <p>There are three (3) toilet exhaust fans and five (5) other general or area exhaust fans. All fans are original to the building and there is nothing to indicate they will not continue to provide good service. It is very common for fans to serve multiple rooms.</p> <p>A thorough cleaning of all ductwork and exhaust fans will significantly improve the ventilation of the existing rooms. All ductwork and exhaust registers should be cleaned as outlined above. The exhaust rates for the individual spaces appears adequate and in compliance with today's code.</p> <p>It should also be noted that currently the building is not operating at recommended ventilation rates and the zone controls are essentially non-functional during the cooling season. The building energy usage average is approximately 140,000 btu/sq. ft./yr. Energy retrofits as outlined above; reduced lighting energy, and improvements to the building envelope could bring energy consumption down 40% +/-.</p>
7.	Humidifiers & AHUs Retro-Commissioning	\$232,000	<p>Retro-commissioning of unit humidifiers and re-insulation of air handling units (AHUs) is recommended. With retro-commissioning these AHUs could be expected to last another 18 to 20 years.</p> <p>The units are in original condition with relatively few maintenance issues over their life. There is a fair amount of corrosion on the cooling main drain pans on AHU 2 &amp; 5. This will be a problem at some point in the near future. The units are equipped with the original dampers, filter assemblies, coils and fans. The units have some holes that should be patched where controls were removed at some point. The unit humidifier is non-functional and not worth repairing. The air handling units have been converted to digital control. Controls on two of the units have a history of not operating properly.</p> <p>The air-handling units should be thoroughly cleaned including all of the coil and fan sections. The units should be relined with a 2" rigid plenum liner with a durable face. After cleaning it may be determined that cooling coil section bottom pans should be assessed for replacement - in particular the pans on AHU 2 &amp; 5.</p>

# Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments (Continued from Previous Page)
			<p>Proper damper operation should be verified. The roll filter assembly should be removed and replaced with 2" MERV 8-rated pleated filters, as a minimum. Conversion to VAV as outlined above would replace the unit motors with high-efficient VFD rated motors speed controlled by variable speed drives. Duct smoke detectors should be added to comply with current code requirements. The condensing unit on AHU-9 has had numerous problems in prior years and should be replaced. Consideration should be given to extending chilled water to this unit as the source of cooling. The units should be retro-commissioned to the original specifications.</p> <p>A summary of recommendations for air-handling units 1-8 are as follows:</p> <ul style="list-style-type: none"> <li>• Thoroughly clean the unit including the fans and coils</li> <li>• Replace the filter section and install a new rack housing (more efficient - 2" pleated filters similar to FARR 30/30)</li> <li>• Re-insulate the interior of the unit with a minimum 1" high-density duct liner</li> <li>• Replace the cooling coil drain pans on the 2 units noted</li> <li>• Install new high-efficiency motors and variable speed drives</li> </ul>
8.	Handicap Accessibility Compliance	\$86k to \$116k	<p>Many non-compliant ADA features exist throughout the facility. Compliance would include: handrails, guardrails, door hardware and doorway clearances, signage, areas of rescue assistance in stairwells, auditorium stage ramp, and plumbing fixtures, bathroom accessories and grab-bar mounting heights.</p> <p>This facility does not comply with many of the current day ADA federal regulation standards for accessible design. The most significant areas of non-compliance include: the toilet room and plumbing fixture clearances (sinks, toilets, urinals, drinking fountains, etc.), grab bars, mounting heights of toilet room accessories, configurations of stairway handrails and guardrails, maneuvering clearances at doorways and corridors, minimum dimensions of elevator cars and control panels, required minimum number of accessible parking stalls, detectable warnings and signage.</p> <p>Unless certain areas are deemed structurally or technically unfeasible to comply with current day standards, it is recommended that the areas mentioned above be brought up to code.</p>
9.	Interior Finishes & Furniture Upgrades	\$87k to \$116k	<p>Many areas of interior finishes and furniture (seating, desks, tables, etc.) are original 1970s vintage. Carpeting, floor tile, ceiling tile and furniture (such as general seating, auditorium seating, stage curtain, computer desks, work desks and tables, kitchen &amp; A/V equipment) are showing age from 40 years of daily use and normal wear and tear.</p> <p>Update Interior Finishes in key areas and upgrade Furniture to enhance functionality, work efficiency, technology integration and appearance. Key areas include: lower level auditorium, public seating, study areas, office areas and conference rooms.</p>

# Exhibit C: Planned Maintenance - Complete within 5 Years: (Continued)

Item	Description	Estimated Cost	Comments
10.	Acoustical Ceiling Tile (ACT) Replacement	\$140,000	Existing 12x12 spline acoustic ceiling tile contains asbestos, and many tiles are stained and sagged from condensation and water leaks. Many areas are dirty from airborne dust and pollutants, particularly around diffusers. Access above the ceiling is difficult and replacing ceiling tile is often postponed – thus numerous ceiling tiles are missing.  Portions of the facility have already been upgraded to current day 24 x 24 ACT.  Replacement of the remainder of the 12 x 12 spline ACT with current 24 x 24 ACT is recommended. Consideration for asbestos abatement may be necessary.
11.	Auditorium Seats Replacement	\$105,000	Due to normal wear and outdated fabric, replacement of the original 40 year old auditorium seats is recommended.
12.	Parking Lot Repaving	\$70,000	The parking lot has been resurfaced many times and remains a continuing maintenance issue. Removal of existing layers of asphalt and repave with new base and top courses of asphalt over min 8" compacted gravel fill is recommended.
13.	Branch Breakers Replacement	\$11,000	Replace branch breakers used for lighting control. Recommend providing localized lighting control. Breakers are original and have failed and will continue to fail due to age. New replacement breakers are difficult to find and are expensive. Suitable replacement breakers have been relocated from panels no longer in service.
14.	Transfer Switch Installation	\$23,000	Install additional transfer switch for non-emergency loads. Recommend adding transfer switch to separate emergency loads from back-up power loads.
15.	Flooring Replacements	\$30,000	Periodic replacement of flooring, as necessary. Primarily carpeting in public areas with heavy use. Generally replace every 8-10 years based on wear and condition.
16.	Existing Cooling Tower & Steam Boiler Maintenance	\$7,000	The existing cooling tower and steam boiler have been well maintained. With proper and regular continued maintenance the cooling tower and steam boiler can be expected to last another 7-10 years, or more.
17.	Boilers, Chillers and Pumps Maintenance	\$18,000	The existing boilers, chillers and pumps have been well maintained. With proper and regular continued maintenance boilers, chillers and pumps should have another 20 years of remaining life expectancy.
<b>TOTAL</b>		<b>\$978,200 to \$1,078,200</b>	

# Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures:

Item	Description	Estimated Cost	Comments
1.	Interior Lighting Retrofit	\$112,000	The building lighting system incorporates several different technologies. For nearly 70% of the lighting fixtures, 4-foot T12 lamps are used in combination with energy saving ballasts. These lamp and ballast combinations are primarily found in the indirect lighting located between the double tees in the precast concrete structure. These fixtures provide a gentle illumination throughout the facility but utilize more energy than current technology requires. T-12 U tube lamps are utilized in ceiling fixtures in the corridors on the third floor. T8 FO32W lamps are used in the leased area on the third floor. In the second floor office areas and in the first floor primary circulation areas, light fixtures used 1"x1"x1" parabolic louvers that direct the light from the lamps inside the fixtures straight down to the floor without allowing the light to spread out. Directly below one of these paracube fixtures a light meter reading was recorded at 56 foot candles (fc), while two feet over a reading of only 20 fc was noted.
2.	Stack Area Lighting Upgrade	\$21,000	Provide modifications to stack area lighting. The current lighting layout does not meet recommended lighting levels for a public library stack environment. Lighting levels in the book stack areas on the second floor are lower than industry standards. Horizontal foot candle (fc) measurements are in the range of 4.6 to 22.4 fc in the low ceiling area just west of the staircase. In the higher ceiling area in the northwest corner of the building fc measurements are between 8.9 and 38.7 fc.
3.	Book Unloading Area Lighting Replacement	\$12,000	Vertical fc range from 1.4 to 3.1 fc at 12 inches above the floor in the low ceiling area and 9.3 to 10.2 fc near the top of the stack. In the higher ceiling area vertical fc measurements are between 3.2 and 5.4 fc at 12 inches above the floor and 16.8 to 18.4 fc near the top of the stack.  The lighting levels in the book unloading area are less than desired. Lighting ranging from 68 foot candles (fc) directly beneath the light fixture to below 7 fc along the room edges has been measured. For the work that takes place in this room, lighting levels need to be increased and more consistent throughout the room (typically 35-50 fc).
4.	Exterior Lighting Re-lamping	\$9,000	Exterior lighting measurements were taken around the facility to determine lighting levels. Along the south side of the building, lighting was measured between 0.2 and 0.4 foot candles (fc); 0.1 to 0.4 fc along the walkway on the west side; 0.2 to 5.3 fc along the north side, with levels of 1.1 to 3.4 fc in the parking and drive-up window areas.  Additionally, exterior lighting was measured at 3.4 to 5.1 fc along the northeast corner of the building, 0.0 fc from the middle of the east side of the building to the southeast corner of the property.  The Illuminating Engineering Society of North America (IESNA) recommends between 0.6 to 1.0 fc along walkways and intermediate areas. Further, the IESNA recommends lighting levels in the range of 0.6 to 0.9 fc for a general parking area.

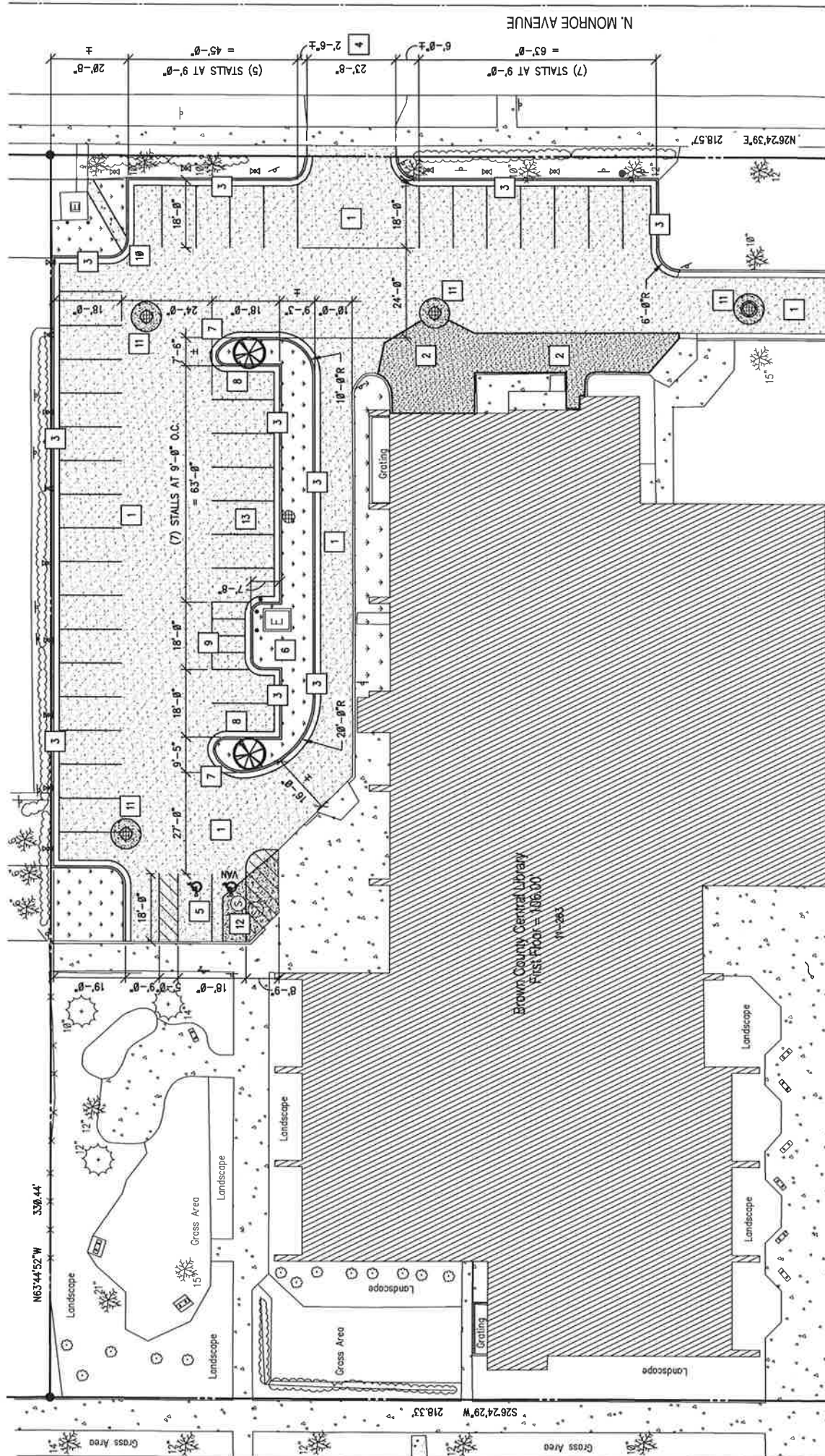


# Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures: (Continued)

Item	Description	Estimated Cost	Comments (Continued from Previous Page)
			<p>The parking lot lighting is adequate, except for the southeastern corner of the building. Additional lighting should be provided in this area.</p> <p>Trim foliage to allow light from exterior fixtures to better illuminate grounds and provide a greater level of security. There are several trees that prevent lighting from effectively illuminating the area.</p> <p>Replace the lighting technology from mercury vapor lamps and ballasts to a different technology such as induction lighting or LED lighting. Both of these style lamps have a lamp life that may approach 100,000 hours and could provide more illumination to the walkways.</p>
5.	Exterior Lighting Re-lamping	\$23,000	Re-lamp exterior lighting from existing HID to either LED or induction style lamps.
6.	Exterior Doors & Windows Replacement	\$348k to \$376k	<p>Existing exterior doors and windows are likely all original. The vintage early 1970's window glazing is double-pane, with poor insulation values. The low R-values of the existing system are a key contributor to heat loss and gain of the overall exterior envelope</p> <p>The original glazing system has poor insulating values resulting in low energy efficiency performance, high utility costs and a major factor in high levels of heat loss through the building envelope.</p> <p>Total replacement of the existing exterior windows with a higher performance system is recommended. A higher quality system will have a much higher R-value than existing conditions, as well as a 100% thermally broken metal frame, which will significantly reduce transfer of cold and heat. A higher performance system will also significantly reduce energy costs.</p>
7.	Localized Lighting Control Modifications	\$26,000	<p>Provide localized lighting controls such as occupancy sensors and/or low-voltage lighting controls throughout the building to help conserve energy usage and comply with current energy code.</p> <p>The current lighting control system consists of circuit breakers in the main branch panels for each floor. By tuning on each noted breaker, banks of lights come on throughout the main floor space, as well as provide power to the lighting in offices. Currently, either maintenance or security staff are responsible for turning on and off all lighting in the facility. The offices also have local light switches that turn on and off the lighting in these spaces. Only a few locations exist where occupancy sensors turn lighting on and off.</p>
8.	HVAC Control Systems Upgrades	\$35,000	Upgrade HVAC control systems from pneumatic to direct digital control (DDC) and provide appropriate maintenance and Apogee system set points.

**Exhibit D: Capital Improvements - Complete ROI to Justify Expenditures: (Continued)**

<i><b>Item</b></i>	<i><b>Description</b></i>	<i><b>Estimated Cost</b></i>	<i><b>Comments</b></i>
9.	System VAV Conversion	\$350k to \$405k	Conversion of existing constant volume system to variable air volume (VAV) system. The third floor lease space VAV system should be reactivated and re-commissioned. The variable volume component is currently not functioning as originally designed.
10.	Garage Exhaust and Make-Up air Installation	\$15,000	The garage is currently heated with a hot water unit heater. There is no exhaust or make-up air in this space. Exhaust and make-up air should be added to the garage to eliminate the migration of engine fumes into the building and to comply with current code.
11.	Plumbing Fixtures & Accessories Upgrades	\$70k to \$93k	Update and upgrade existing plumbing fixtures (sinks, toilets, urinals, drinking fountains, etc.) as necessary based on usage and condition. Recommend installation of modern water efficient fixture to reduce water consumption.
12.	Fire Suppression System	\$350,000	The existing building does not have a fire suppression system and is therefore recommended.
13.	Exterior Wall Insulation	\$202,000	Overall building envelope is poorly insulated resulting in high energy costs. R-values of exterior walls can be improved with additional insulation. Existing insulation is less than 1" or none in some wall cavities. Recommend installation of a min. 2" ridged insulation.
<b>TOTAL</b>		<b>\$1,573,000 to \$1,679,000</b>	





# *Tabulation Record / Intent to Award Documentation*

305 E. Walnut Street, Green Bay, WI 54305 Phone: (920) 448-4040 Fax: (920) 440-4036  
 Web: www.co.brown.wi.us

<b>Project Number:</b> 2060	
<b>Project Name:</b> Central Library Parking Lot Replacement	
<b>Type of Project (RFB, RFP, RFQ):</b> RFB	
<b>Purchasing Representative:</b> Dale DeNamur	
<b>Due Date:</b> April 6, 2016	<b>Location:</b> Brown County Clerk's Office
<b>Opening Date:</b> April 6, 2016	<b>Location:</b> Northern Building, 2nd Floor, Room 201

CONTRACTOR	CITY, STATE	BASE BID - ASPHALT	OPTIONAL BID - CONCRETE	BID BOND	Addenda Acknowledged?				Intent To Award
					ADD 1 - Site Visit Attendance List	ADD 2 - Revised Site Visit List	ADD 3 - Q&A, Add Additional Info & Updated Cost Sheet	ADD 4 - Added Requirement	
1 Northeast Asphalt	Green Bay, WI	\$ 91,345.00	No bid	Yes	Yes	Yes	Yes	Yes	
2 Martell Construction	Green Bay, WI	No bid	\$ 134,490.00	Yes	Yes	Yes	Yes	Yes	
3 Legacy Construction	Green Bay, WI	\$ 150,000.00	\$ 172,691.00	Yes	Yes	Yes	Yes	Yes	
4 MCC, Inc.	Appleton, WI	\$ 103,336.44	No bid	Yes	Yes	Yes	Yes	Yes	
5 Sommers Construction	Shiocton, WI	No bid	\$145,500	Yes	Yes	Yes	Yes	Yes	



**Wisconsin Public Service Corporation**

700 North Adams Street  
P.O. Box 19001  
Green Bay, WI 54307-9001

[www.wisconsinpublicservice.com](http://www.wisconsinpublicservice.com)

3/14/2016

Brown County Library  
Attn: Curt Beyler  
515 Pine St  
Green Bay, WI 54301

Dear Customer:

You or your agent recently worked with a Wisconsin Public Service Corporation (WPSC) representative to define the location of an easement at ***515 Pine St in the City of Green Bay, County of Brown, State of Wisconsin.***

I have enclosed two copies of the easement for your review. Signing this document will allow WPSC to install facilities on your property in the location described in the easement.

Please note that the Public Service Commission entitles you to a minimum of five days to examine the materials provided. However, you have the option to waive the five-day review period and sign and return the easement at any time.

*You will note that the documents **require** you to sign them in the presence of a **Notary Public**.* Please make the necessary arrangements to meet with a Notary Public in your vicinity and have the Notary sign the documents where indicated. All signatures and blanks filled in must be completed in **BLACK INK** to be accepted by the Register of Deeds for recording.

Please return one of the documents to me in the pre-paid envelope provided at your earliest convenience. The second document is for your records. Installation cannot be scheduled until the completed document has been received.

Please contact me if you have any questions regarding the easement. Please refer to Work Request **1976922**.

Thank you.

Sincerely,

Jacob L. Braun  
Right of Way Agent  
Integrus Business Support, LLC  
(920) 433-1675  
E-Mail [jlbraun@integrusgroup.com](mailto:jlbraun@integrusgroup.com)

Enclosure

58441

DOCUMENT NUMBER

UTILITY EASEMENT / COI

Please  
Date

THIS INDENTURE is made this \_\_\_\_\_ day of \_\_\_\_\_, by and between **BROWN COUNTY, WISCONSIN, a Municipal Corporation** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin corporation, along with its successors and assigns (collectively, "Grantee"). For One Dollar and No/100 (\$1.00) and/or for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant unto said Grantee the perpetual right, permission, authority, privilege and easement, to construct, install, operate, maintain, inspect, remove, replace or abandon in place all equipment ("Facilities") necessary or useful for the purpose of transmitting electrical energy and/or gas for light, heat and power or for such other purpose as electric energy and/or gas is now or may hereafter be used, and for communication upon, over, across, within and above and/or beneath certain "Easement Area(s)" as shown below, or on attached Exhibit "A", on land owned by said Grantor in the **City of Green Bay, County of Brown, State of Wisconsin**, described as follows, to-wit:

Return to:  
Wisconsin Public Service Corp.  
Real Estate Dept.  
P.O. Box 19001  
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)  
11-263

Part of Lot 148 of the recorded plat of Plat of Navarino and part of Lot 1 of Certified Survey Map No. 1248 Recorded in the Brown County Register of Deeds Volume 4 of Certified Survey Maps on Page 513 as Document 782922, being part of Private Claim 2, East side of the Fox River, more particularly described as follows:

***A 12 foot wide easement strip, the center line of which is described as follows:***

Commencing at the Northeast corner of Lot 1 of said Certified Survey Map on the Westerly right of way of Monroe Avenue;  
Thence Southerly coincident with said right of way, 11 feet to the ***Point of Beginning***;  
Thence S 88° W, 16 feet;  
Thence N 68° W, 76 feet;  
Thence S 72° W, 58 feet to the ***Point of Termination***  
Bearings magnetic.

**Also**

Part of Lots 389, 390 of the recorded plat of Plat of Navarino and part of Lot H of the recorded plat of H.F. Hagemeister's Sub-Division of Lots 145, 146, 147, and part of Lot 1 of Certified Survey Map No. 1248 Recorded in the Brown County Register of Deeds Volume 4 of Certified Survey Maps on Page 513 as Document 782922, being part of Private Claim 2, East side of the Fox River, more particularly described as follows:

***A 12 foot wide easement strip being the Westerly 12 feet of said lots lying Easterly of and abutting the Easterly right of way of Madison Street.***

See the Attached Exhibit "A"

20b



Grantor acknowledges that the measurements used in the above description or shown on the attached Exhibit "A" are approximate. Grantor agrees that the actual location of grantee's facilities as built and installed will be controlling as to the location of the easement granted.

Grantor grants to the Grantee the perpetual right, privilege and easement to enter upon the Easement Area for the purpose of constructing, installing, operating, maintaining, inspecting, removing, replacing or abandoning in place the Facilities. The Grantee shall have the right to enter on and across any of the Grantor's property outside of the Easement Area as may be reasonably necessary to gain access to the Easement Area and as may be reasonably necessary for the installation, operation, maintenance, inspection, removal or replacement of the Grantee's Facilities. Except in the event of an emergency, Grantee shall make reasonable efforts to notify the Grantor before going upon Grantor's property outside of the Easement Area.

Should Grantee's work on its Facilities require excavation, the Grantee shall restore the surface of the Easement Area to its condition prior to Grantee's work. All work performed by the Grantee pursuant to this Easement will be performed in a safe and proper workmanlike manner

The Grantee shall have the right to control all brush and trees within the Easement Area by cutting, trimming and/or other means as may be reasonably necessary, within Grantee's exclusive judgment, to prevent interference with or damage to Grantee's Facilities.

In order to insure the use of the Easement Area conforms with the (Wisconsin Gas Safety Code) (Wisconsin Electrical Code) and the Grantee's construction standards, the Grantor shall not permit any of the following to occur within the Easement Area without first securing the written consent of the Grantee: (i) construction of any improvements, including buildings or other structures; (ii) placement of any other objects, or (iii) change the grade more than four (4) inches.

Grantee shall indemnify and hold Grantor harmless from and against any liability associated with Grantee's use or occupation of the Easement Area, except where such liability arises from the negligence or willful misconduct of Grantor.

The covenants herein contained shall bind the parties hereto and their respective heirs, executors, administrators, successors, and assigns. No failure or delay of either Party in enforcing its rights hereunder shall act as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right set forth herein. This Easement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written.

**Brown County**  
Corporate Name

SIGN  
HERE

Sign Name above

Print Name & Title above

Sign Name above

Print Name & Title above

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS  
\_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above-named \_\_\_\_\_, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same.

Sign Name \_\_\_\_\_  
Print Name \_\_\_\_\_

Notary Public, State of \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

This instrument drafted by: Travis Ledvina  
INTEGRYS BUSINESS SUPPORT, LLC

Date	County	Municipality	Site Address	Parcel Identification Number
March 14, 2016	Brown	City of Green Bay	515 Pine St	11-263
Real Estate No.	WPSC District	WR#	WR Type	IFRIS
58441	10	Green Bay	1976922	ERU Electric Relocate or Upgrade
				Electric Systems-Flat Rate Underground

20b



March 14, 2016

BROWN COUNTY  
ATTN: CURT BEYLER  
515 PINE ST  
GREEN BAY, WI 54301-5194

**Wisconsin Public Service Corporation**

700 North Adams Street  
P.O. Box 19001  
Green Bay, WI 54307-9001

[www.wisconsinpublicservice.com](http://www.wisconsinpublicservice.com)

Dear CURT BEYLER:

Thank you for your request for service at: 515 PINE ST, COUNTY OF BROWN, STATE OF WI. Wisconsin Public Service is pleased to have this opportunity to provide you with reliable energy and our award winning customer service.

This letter confirms your acceptance of the terms and conditions of the gas and/or electric rates and tariffs associated with your request for service. It also confirms the following cost for your request:

- The cost to reconstruct your Electric facilities is: **\$0.00** service and **\$0.00** system. Total Electric charges are **\$0.00**. This cost is valid for 60 days as of the date of this letter.
- Although we exercise caution to locate and avoid your sewer lateral during construction, if you notice a problem with your sewer drain(s) during construction or anytime after our work is completed, contact us right away. **Do not attempt to clear the sewer lateral.** There have been instances when the sewer lateral and our facilities could intersect, causing an unsafe condition.

The following items are needed to install your facilities in a timely manner. Please provide us with the date when these items will be completed.

- At the time of construction, all existing or proposed private underground facilities must be marked or exposed before service can be installed.

The payment calculation of this agreement is subject to change if the Customer causes a construction delay, there is a change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new agreement shall be executed. Adjustment of customer requirements (refunds or additional payment) to reflect actual investment for changes in the size or number of units installed, major rock, winter construction and similar items affecting the scope of the project, shall be made if the adjustment is greater than \$20. This adjustment, if applicable, will normally occur within six months of completion of construction. Any changes shall be reviewed with the Customer. The Customer and WPSC hereby agree to abide by and be subject to the rules, regulations, and schedules of WPSC as filed with and approved by the PSCW and/or MPSC from time to time, as well as the rules and regulations of the Wisconsin Administrative Code.

All of us at Wisconsin Public Service look forward to serving your energy needs. For further information regarding your new service, visit our Internet site at [www.WisconsinPublicService.com](http://www.WisconsinPublicService.com). If you have any questions about the above items, please refer to **Work Request: 1976922-1** when calling us at 920-433-1277.

Sincerely,

Jeff Henkelmann